



Strasburg School District 31J

Policy:	File:
Support Staff Vacation and Holidays	GDD
Last Adopted:	Revision:
2022	September 2025

Vacations

Regular full-time personnel working on a 12-month basis (contracts > 200 days) are entitled to earn 120 hours of vacation each contract year at a rate of 10 hours per month. Employees hired after the beginning of the school year will receive a prorated amount of paid leave. For example, a full-time employee hired on October 1st would receive 90 hours leave.

Leave will be credited to the leave account of the employee on the first day of the contract period. Leave hours can be taken when required throughout that school year even though leave hours may not be fully earned when taken. Leave will not be granted at the beginning of the contract period if the employee is unable to report to work due to illness or disability. Upon return, however, the employee's leave account will be credited with an adjusted leave allowance that will be used to diminish any deduction sustained for the absence. An employee granted an approved leave of absence will retain but not accrue additional paid leave time except as otherwise indicated.

All vacation time shall be taken by June 30th. Vacation leave cannot be deferred, any vacation leave not used within the time frame allowed will be forfeited. If an employee is on vacation and a snow day is called, they will not be credited for the snow day.

Vacations shall be scheduled at the convenience of the district and the district will attempt to align with the convenience of the employee. The district requests that summer vacation schedules be arranged for employees and reviewed with the immediate supervisor prior to April 1.

Personnel leaving the district permanently will receive payment for their total accumulated hours. If an employee leaves the District mid-year the employee will receive a pro-rated amount of staff leave based upon the actual days worked.

Paid Holidays

Employees working on a 12-month basis (contracts > 200 days) are entitled to 90 hours of paid holiday times per year. The use of the paid holidays will be determined prior to the start of the fiscal year on July 1 and be communicated to employees. Generally, holidays will be observed as follows:

- 4th of July
- Labor Day

- 5 days observed over Thanksgiving and/or Christmas break
- President's Day
- Memorial Day

Adopted: January 2016

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