

Personnel - Non-Certified

Holidays/Vacations

Full-time non-certified personnel that are twelve-month employees shall be allowed thirteen (13) paid holidays per year or as otherwise specified in their bargaining unit agreement.

Independence Day	Thanksgiving (2)	Presidents' Day
Labor Day	Christmas (2)	Good Friday
Columbus Day	New Year's Day	Memorial Day
Veterans Day	Martin Luther King Day	

"Grandfathered" twelve-month, non-certified employees shall be allowed fourteen (14) paid holidays per year.

Full-time non-certified personnel that are 10-month employees shall be allowed seven (7) paid holidays per year or as otherwise specified in their bargaining unit agreement.

Labor Day	New Year's Day
Veterans Day	Martin Luther King Day
Thanksgiving Day	Memorial Day
Christmas Day	

Vacations

Full time non-certified employees working twelve months shall accrue vacation leave from their date of hire. Vacation leave shall be based upon the years of service completed and shall be earned according to the following accrual schedule:

<u>Number of years service</u>	<u>Accrual rate</u>
0 to 5	10 days per year
6 to 14	15 days per year
15 or more	20 days per year
20 or more	25 days

All requests for vacation are subject to administrative approval.

No more than five (5) days may be carried over to any subsequent year.

Twelve month central office administrators who are not part of a bargaining unit shall receive holidays and vacation leave akin to the Marlborough Administrators' agreement. If less than full-time, such vacation leave shall be adjusted to their FTE.

This description of employee benefits and working conditions is in force unless negotiated bargaining unit agreements and/or federal or state statutes conflict with this language. Legal statutes and/or bargaining unit agreements trump policy language.

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MARLBOROUGH PUBLIC SCHOOLS
 Marlborough, Connecticut