BP-4262 (a)

CLASSIFIED STAFF VACATIONS AND HOLIDAYS

Full time classified staff shall be defined as employees who work more than 30 hours per week during the period of their assigned duties.

Holidays

Full-time classified staff members employed on a 9-month basis shall be entitled to the following paid holidays: Thanksgiving Day and the day following, Christmas Day and New Year's Day.

Full time classified staff members employed on a 10-month basis shall be entitled to the following paid holidays:

- Labor Day
- Thanksgiving Day and the day following
- Christmas Day, the day before and the day after
- New Year's Day
- Memorial Day.

Full time classified staff members employed on a 12-month basis shall be entitled to the following paid holidays:

- Labor Day
- Thanksgiving Day and the day following
- Christmas Day, the day before and the day after
- New Year's Day
- Memorial Day
- Independence Day

A day is defined as the number of hours per day authorized for the employee to work at the time the holiday is taken.

When a holiday falls on a Saturday, the preceding Friday shall be considered a non-workday; when the holiday falls on a Sunday, the following Monday shall be considered a non-workday.

Staff members must be present at work or on approved vacation or sick leave on the workday immediately preceding and immediately subsequent to a holiday in order to receive paid leave.

BP-4262 (b)

CLASSIFIED STAFF VACATIONS AND HOLIDAYS

Vacations

Full time classified staff members employed on a 12-month basis shall be eligible for paid vacations in accordance with the following schedule:

1 - 4 years	---15 vacation days (accrued at 1.25 days per month)
5 - 9 years	---18 vacation days (accrued at 1.5 days per month)
10 – 14 years	---21 vacation days (accrued at 1.75 days per month)
15 – 19 years	---24 vacation days (accrued at 2.0 days per month)
20 or more years	---27 vacation days (accrued at 2.25 days per month)

Full time classified staff members employed on a 10-month basis shall be eligible for paid vacations in accordance with the following schedule:

1 - 4 years	---10 vacation days (accrued at 1.0 days per month)
5 - 9 years	---12 vacation days (accrued at 1.2 days per month)
10 – 14 years	---13 vacation days (accrued at 1.3 days per month)
15- 19 years	---14 vacation days (accrued at 1.4 days per month)
20 or more years	---15 vacation days (accrued at 1.5 days per month)

Full time classified staff members employed on a 9-month basis shall be eligible for 3 vacation days annually.

An employee may not take vacation during the first three (3) months of employment. Scheduling of vacations will take into account service requirements of the District. Vacation schedules shall be arranged so that, in the judgment of the Superintendent/designee they will least interfere with the functions of the District. Except in situations the superintendent or designee considers extenuating, vacation leave will not be granted during the first or last week of the school year.

Each employee should give as much notice as possible for vacation requests. Approval will be required from the immediate supervisor and from the Superintendent. Consideration will be given in such approval to the cost of any necessary substitute. Annual vacation leave must be taken within one (1) year of its accrual, except that up to ten (10) days may be carried forward in any given year.

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