

## Classified Staff Vacations and Holidays

### Vacations

Classified employees working greater than 230 days are entitled to paid vacation. One day of paid vacation shall be allowed for each month of work for full time support employees. Employees with 10-19 years of service will receive 15 days vacation each year. Employees with 20 years of service or more will receive 20 days vacation each year.

All vacation time earned by all employees in the previous fiscal year shall be taken before July 1<sup>st</sup> of the following fiscal year unless the superintendent approves a deferred vacation.

Vacations shall be scheduled at the convenience of the District with consideration of the employee. All summer vacation schedules shall be arranged for all employees and reviewed with the immediate supervisor.

New employees whose term of service is less than one full year shall be entitled to paid vacation in the ratio that their length of service bears to a full year.

### Holidays

**Individuals hired after January 1, 2006 or transferring to a greater than a 230-day contract after March 17, 2016, will not receive paid holiday benefits.**

Holidays for personnel hired prior to January 1, 2006 shall be as follows:

Memorial Day, one day	Thanksgiving Day, three days
Independence Day, one day	Christmas, three days
Labor Day, one day	New Year, two days

When one of the above falls on a Saturday, the previous Friday shall be considered a holiday; when one of the above falls on a Sunday, the following Monday shall be considered a holiday. No holiday will be observed when school is scheduled.

Adoption date: March 15, 2018

LEGAL REFS.: C.R.S. 8-13.3-101 *et seq.* (leave for parental involvement in academic activities)

C.R.S. 22-1-112 (school year-national holidays)