

SUPPORT STAFF VACATIONS AND HOLIDAYS

Regulations regarding Class I Employees

Paid Holidays

Established vacation days are as follows: Two of the following five .. Martin Luther King Day **OR** Native American Day, **OR** Presidents' Day, **OR** Good Friday, **OR** Easter Monday, Memorial Day, Fourth of July, Labor Day, Veterans' Day, Thanksgiving Day and the following Friday, Christmas Eve Day, Christmas Day, and New Year's Day.

Should a holiday fall on a Saturday, the preceding Friday will be considered a holiday, provided school is not in session. Should a holiday fall on a Sunday, the following Monday will be considered a holiday, provided school is not in session. However, if school is in session, Class I employees will be required to work, and the regular rate of pay will apply.

Vacation .. Employed prior to July 1, 2006.

1. Any employee having completed 1-5 years of continuous service will earn 10 days vacation.
2. Any employee having completed 6-10 years of continuous service will earn 15 days vacation.
3. Any employee having completed 11-17 years of continuous service will earn 20 days vacation.
4. Any employee having completed 18-24 years of continuous service will earn 22 days vacation.
5. Any employee having completed 25 or more years of continuous service will earn 25 days vacation.

Any employee employed after July 1, 2006 will earn:

Years of Service	Number of Days Earned
1 st complete year of service	10 days
2 nd complete year of service	11 days
3 rd complete year of service	12 days
4 th complete year of service	13 days
5 th complete year of service	14 days
6 th complete year of service	15 days
7 th complete year of service	16 days
8 th complete year of service	17 days
9 th complete year of service	18 days
10 th complete year of service	19 days
11 th complete year of service	20 days

6. If the anniversary of employee hire date falls between July 1 and December 31, vacation will be granted on July 1 of that fiscal year.

If the anniversary of employee hire date falls between January 1 and June 30, vacation will be granted on July 1 of the following fiscal year.
7. New employees will earn 1/12 of ten days vacation for each complete month of service for any partial year employment prior to July 1.
8. When an employee quits a job, consideration for vacation pay shall depend upon:
 - a) All employees must give at least two weeks advance notice of termination of services or forfeit all vacation benefits.
 - b) Vacation benefits shall be in direct proportion to the amount of time on the job since the most recent July 1.
9. If the board of education unilaterally terminates a Class I employee's services, the employee will receive all vacation benefits normally accrued.
10. Each year's earned vacation must be used prior to July 1 of the following year. Any vacation time not used prior to July 1 of the following year will be forfeited.
11. Employees should not expect to tie one year's vacation with another year's vacation.