

## **Support Staff Vacations and Holidays**

(Employed on a 12-Month Basis)

Full-time classified personnel employed on a 12-month basis shall be entitled to an annual vacation with full pay in accordance with the following schedule:

### District Office Staff

0 – 4 Years .....	8 days (70 hours)
5 – 9 Years .....	12 days (105 hours)
10 + Years .....	16 days (140 hours)

New vacation days will be posted on July 1<sup>st</sup> and will be based on the number of years worked. One year of experience will be granted for 6 months or more worked during any fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>). Vacation days acquired in the prior school year must be used by August 31st. Employees will be allowed to carry over up to 4 (8.75 hour) vacation days to the following year.

During the first year of employment, the number of vacation days allotted the employee will be on a pro-rata basis from their start date. New employees will not be eligible to use vacation days during their first 6 months of employment.

In addition, the district office staff will receive all regularly scheduled school holidays at full pay.

### Transportation and Maintenance Directors

0 – 4 Years .....	8 days (80 hours)
5 – 9 Years .....	12 days (120 hours)
10 + Years .....	16 days (160 hours)

New vacation days will be posted on July 1<sup>st</sup> and will be based on the number of years worked. One year of experience will be granted for 6 months or more worked during any fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>). Vacation days acquired in the prior school year must be used by August 31st. Employees will be allowed to carry over up to 4 (10 hour) vacation days to the following year.

During the first year of employment, the number of vacation days allotted the employee will be on a pro-rata basis from their start date. New employees will not be eligible to use vacation days during their first 6 months of employment.

### Maintenance/Transportation Staff (12 month employees only)

0 – 4 years .....	10 days (80 hours)
5 – 9 years .....	15 days (120 hours)
10+ years .....	20 days (160 hours)

New vacation days will be posted on July 1<sup>st</sup> and will be based on the number of years worked. One year of experience will be granted for 6 months or more worked during any fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>). Vacation days acquired in the prior school year must be used by August 31<sup>st</sup>. Employees will be allowed to carry over up to 5(8 hour) vacation days to the following year.

During the first year of employment, the number of vacation days allotted the employee will be on a pro-rata basis from their start date. New employees will not be eligible to use vacation days during their first 6 months of employment.

In addition, the maintenance/custodial staff and 12-month transportation staff shall be entitled to ten days (100 hours) paid holidays. The vacation period and the holidays shall be determined prior to June 1 of each year by mutual agreement between the administration and the maintenance/custodial/transportation staff.

One member of the maintenance/custodial staff will be on call during holidays.

Employees retiring or resigning will be paid for any unused vacation days at the employee's current per diem. Employees will not be allowed to use their vacation days to continue their employment past their last physical day of work.

Employees working under the district's transitional retirement policy (GDBA) are not eligible for vacation.

Adopted: 12/22/77

Revised to conform with practice: date of manual adoption 12/11/80

Revised: 11/11/93, 11/16/00, 11/15/01, 11/16/06, 01/13/11, 02/17/1, 12/01/11,  
07/22/14, 10/13/16

LEGAL REFS.: C.R.S. 22-1-112 (*school year-national holidays*)

CROSS REF.: GDBA, Support Staff Salary Schedules