

## **PERSONNEL SERVICES**

**Policy 4330**

### **Absences, Leave and Vacation**

#### **Holidays and Vacation**

The Board will annually adopt a calendar that will provide for the following paid holidays:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Day after Thanksgiving
5. Christmas Eve
6. Christmas Day
7. New Year's Eve
8. New Year's Day
9. Good Friday
10. Memorial Day

Staff members will not receive additional compensation for holidays unless they are required to work on such holidays.

#### **Vacations**

All full-time 12 month employees are eligible for vacation days as stated below.

- Each employee will receive 5 vacations days during their first year of employment in the school district.
- Employees who have worked in the district 2-4 years will receive 10 days of vacation per year.
- Employees working in the district 5-9 years will receive 12 days of vacation per year.
- Employees working in the district 10 years or more will receive 15 days of vacation per year.
- Vacation years run from July 1 to June 30.
- Employees hired after July 1 may have their days prorated.

Approved April 2018

Modified from MCE policy

- All days must be used within 13 months.
- Any unused vacation days will be paid at the employee's daily wage.

Vacation shall be scheduled in compliance with the Superintendent's guidelines and is subject to Superintendent approval.