

-CERTIFIED PERSONNEL-**Holidays and Vacations****HOLIDAYS**

Certified employees who are employed for 177 days or more shall be paid for four (4) holidays which shall be designated in the official school calendar. These are part of the school year required by state law.¹

Certified employees who work 240 or more days per school year shall be entitled to the following paid holidays if they occur on days when school is not in session for staff members: New Year's Day, Martin Luther King Birthday, President's Day, Good Friday, Primary Election Day, Memorial Day, Independence Day, Labor Day, General Election Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

VACATIONS

Certified employees who work 260 or more days per school year shall be eligible for twenty (20) vacation days with pay per year. Administrators who begin service with the District later than July 1, or end employment with the District prior to June 30, shall receive a pro-rata number of vacation days.

Use of vacation days must be approved in advance by the Superintendent or the Superintendent's designee. Days when teachers are expected to work as designated in the official school calendar may not be used as vacation days. Waiver of this requirement may be allowed upon express written approval by the Superintendent.

As of June 30, twelve-month employees may carry over up to five (5) days of unused vacation leave for use in future years. However, no employee shall accumulate more than 25 days of vacation at any given time.

Effective July 1, 2014, unused vacation leave shall no longer be added to an employee's accumulated sick leave account upon retirement. Employees who separate employment with the District shall not be compensated for any unused vacation days.

REFERENCES:

¹[KRS 158.070](#)

[KRS 2.110](#)

[KRS 2.190](#)

[KRS 160.291](#)

[KRS 161.540](#)

RELATED POLICIES:

02.3, 03.175

Adopted/Amended: 7/8/2013

Order #: 1227