

- CLASSIFIED PERSONNEL -

**Holidays and Vacations**

**HOLIDAYS**

Classified personnel who are employed for 177 days or more shall be paid for four (4) holidays which shall be designated in the official school calendar.<sup>1</sup>

Classified employees who work 240 or more days per school year shall be paid for the following holidays if they occur on days when school is not in session for students and/or staff: 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. If school is in session on a scheduled holiday, employees who work 240 days or more will be granted a flexible leave day to be used when school is closed.

~~It is understood that employees who work the entire calendar year will not receive the paid holidays designated in the first paragraph unless they occur on the same days as the holidays listed in this paragraph.~~

**EXCEPTION**

The Superintendent may require, for security or other reasons, certain classified personnel to work on holidays. In this case, the employee shall be granted the holiday on another day.

**VACATIONS**

Classified personnel who work 260 or more days per school year shall be eligible for annual vacation. Based on length of service in the District, these employees shall be eligible for annual vacation days with pay as follows:

- First year of service - ten (10) days
- Second through ninth years of service - fifteen (15) days
- Tenth year and thereafter - twenty (20) days

Employees starting after July 1, or leaving prior to June 30, shall receive a pro-rata number of days based on the length of service in the District.

Use of vacation days must be approved in advance by the Superintendent or the Superintendent’s designee. 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 give time.

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

**REFERENCES:**

- <sup>1</sup>KRS 158.070, KRS 160.291, KRS 161.154
- KRS 2.110, KRS 2.190

**RELATED POLICY:**

03.273