

- CLASSIFIED PERSONNEL -**Holidays and Vacations****HOLIDAYS**

All full-time classified personnel shall be eligible for the four (4) paid holidays designated in the official school calendar. These are part of the school year required by state law.¹

Twelve-month classified employees shall be paid for four (4) additional holidays.

Employees shall not be eligible for paid holidays when on voluntary leave for personal business. (See Policy 03.2231)

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

Only twelve-month classified employees shall be entitled to annual vacation days. Vacation days shall be scheduled with the approval of the employee's immediate supervisor.

Employees shall accumulate one-fourth (1/4) of the total eligible vacation days for each quarter-year (sixty-five (65) day period) worked per year. The first quarter will be from July 1 to September 30; second quarter from October 1 to December 31; third quarter from January 1 to March 31; and fourth quarter from April 1 to June 30. A new employee who works thirty-three (33) days or more the quarter s/he is hired will receive the total eligible vacation days. A new employee who works less than thirty-three (33) days during the quarter s/he is hired will not receive any vacation days that quarter. Accumulated vacation may be used after any quarter; however, all vacation days earned prior to June 30 of the previous calendar year must be used by December 31 of the current year. ~~A new employee resigning before his/her ninety (90) days probation period has been completed shall forfeit all accumulated vacation days.~~

The following vacation plan ~~will be~~ in effect for ~~twelve-month~~ classified employees working a 260+ day contract:

After 1 year	10 days vacation per year
2 - 4 years	14 days vacation per year
5 - 9 years	16 days vacation per year
10 - 19 years	18 days vacation per year
20+ years	20 days vacation per year

ACCUMULATION

Vacation days may not accumulate unless approved by the Superintendent. Vacation days will be allowed to accumulate while an employee is on Board-approved leave.

REFERENCES:

¹KRS 158.070

KRS 160.291; KRS 161.154; KRS 2.110; KRS 2.190

RELATED POLICIES:

03.21, 03.2231