

- CLASSIFIED PERSONNEL -**Holidays and Vacation Days**

All classified personnel who are employed for 185 days or more shall be paid for four (4) holidays: Labor Day, Thanksgiving Day, Christmas Day, and Martin Luther King Birthday.

All classified personnel who are employed for 220 days or more shall be paid for six (6) holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Birthday and Memorial Day.

All classified personnel who are employed for 255 days or more per school year shall be paid for nine (9) holidays: Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Birthday Memorial Day, and July 4th.

If the holiday falls on a weekend, the holiday shall be designated by the District.

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.

CONTRACTED DAYS

Employees shall work the days specified in their contracts. Use of noncontracted days must be approved in advance by the Superintendent or the Superintendent's designee. Noncontracted days shall not accumulate.

VACATION DAYS

After completing six (6) months of service, Classified personnel who work 255 days or more per school year shall be eligible for vacation days as follows:

First through sixth year of service - ten (10) days

Seventh through tenth year of service - thirteen (13) days

Eleventh through twentieth year of service - fifteen (15) days

Twenty-first year of service and thereafter – twenty (20) days

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

ACCUMULATION OF VACATION

As of June 30, twelve-month employees may carry over up to five (5) days of unused vacation for use in future years. However, no employee shall accumulate more than 25 days of vacation at any given time. There shall be no compensation for unused vacation days. The specific terms of any contract entered with any specific employee shall be controlling.

REFERENCES:

¹KRS 158.070

KRS 160.291; KRS 161.154

KRS 2.110

KRS 2.190