

- CLASSIFIED PERSONNEL -**Holidays and Vacation Leave****HOLIDAYS**

All full-time classified employees who work 208/209/210 days per year (4 days per week/10 hours per day) shall be paid for seven (7) holidays. All other full-time classified employees who work less than 260 days per year shall be paid for four (4) holidays. All classified employees who work 260/261/262 days per year shall be paid for nine (9) holidays. These holidays shall be designated annually by the Superintendent, approved by the Board and included in the official school calendar.¹ These holidays are part of the school year required by state law.

VACATION

~~Permanent, f~~Full-time classified employees who work 260/261/262 days per year and permanent full-time classified employees who work 208/209/210 days per year (4 days per week/10 hours per day) shall earn paid vacation leave pursuant to the approved vacation leave procedures ~~and shall be entitled to accumulate a maximum of forty (40) days of vacation.~~ Employees must be in active pay status or on an approved leave during their scheduled work year in order to utilize vacation leave, unless the employee submits documentation to support a leave under Board Policies 03.22322 Family and Medical Leave or 03.2234 Medical Leave. All vacation leave must be approved. The maximum monthly accumulated vacation total cannot exceed more than two (2) times the earned annual rate. Requests for vacation leave must be approved by the employee's supervisor who may deny such leave if the employee's absence will interrupt or impeded the work program. Compensation for accrued vacation shall be made at time of retirement at a rate not to exceed the daily salary rate calculated from the employee's last annual compensation.³⁻²

Recognition of annual leave for KTRS purposes shall be governed by applicable statutes and regulations. For an individual who became a member of KTRS on or after July 2, 2008, payment for annual or compensatory leave shall not be included in determining the member's last annual compensation.

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~~ extra or overtime pay.

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.

REFERENCES:

¹[702 KAR 007:125](#)

²[KRS 158.070](#)

[KRS 160.291](#)

[KRS 161.154](#)

[KRS 2.110](#)

[KRS 2.190](#)

Adopted/Amended: 11/25/2013

Order #: 2013-191