# Draft 6/16/21, Revised 6/23/21

# PERSONNEL AG03.222

‑ Classified Personnel ‑

Holidays and Vacations

Holidays

Holidays

All classified employees who qualify 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

Classified employees who are employed on a 260 or 240 working day contract shall be paid also for Labor Day, Thanksgiving Day, Christmas Day, New Year’s Day, Martin Luther King’s birthday, Memorial Day and Independence Day which are part of the 260 or 240 day contract, if not included as a holiday in the official school calendar. The holidays will be designated at the discretion of the Superintendent.

The Superintendent shall designate a minimum of three (3) days or a maximum of five (5) days of paid leave for all classified personnel with 260 day contracts.

Non-Contracted Days

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.

Vacation Leave

Any classified employee who is a 260 day employee shall be entitled to one (1) day of vacation leave for each month of paid employment. Credit for the vacation days will be given on July 1 (one [1] day per month, based on twelve [12] months) and shall be shown on the employee’s paycheck. If the employee’s employment is terminated prior to completion of a twelve (12) month period, the employee shall forfeit the vacation leave and the payment for the vacation days shall be deducted from the employee’s final paycheck.

Vacation days may be taken only upon the prior approval of the employee’s immediate supervisor. Vacation days not taken during any fiscal year may be carried forward to the next fiscal year. Vacation days carried forward shall accumulate up to a total of forty (40) days. If an employee has accumulated vacation days in excess of forty (40) days on the 30th day of June in any calendar year, the employee shall forfeit all of the vacation days in excess of the forty (40) days which can be accumulated. Compensation for unused accrued annual leave up to forty (40) days shall be made by the District at the time of retirement at a rate not to exceed the daily salary rate calculated from the employee’s last annual compensation.

Two-hundred sixty (260) day employees who have been employed continuously in public education for fifteen (15) years as of July 1st shall be entitled to an additional five (5) days of paid vacation.

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#  (Continued)

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References:

1KRS 158.070

 KRS 160.291

 KRS 161.154

 KRS 2.110

 KRS 2.190