

- CLASSIFIED PERSONNEL -**Holidays and Noncontracted Days**

All classified personnel shall be paid for four (4) holidays which shall be designated in the official school calendar. Classified employees with contracts of two hundred and thirty-five (235) days or more shall be entitled to the following paid holidays if they occur on days when school is not in session for staff members: New Year's Day, Martin Luther King Birthday, President's Day, Primary Election Day, Memorial Day, Independence Day, Labor Day, General Election Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve (could be the Friday before if Christmas falls on a Monday), Christmas Day, and New Year's Eve. The schools and Central Office will be closed on these days.

RESTRICTIONS

In order to qualify for paid holidays, employees must work the day before and the day following the holiday, unless the holiday occurs during their scheduled vacation; the employee presents a valid doctor's statement of illness; or the immediate supervisor is given prior approval for the employee's absence.

NONCONTRACTED DAYS

Twelve month classified employees are employed on a two hundred thirty-five (235) day contract or a two hundred and forty (240) day contract. Twenty-five (25) noncontracted days shall be granted to 235 day employees and twenty (20) noncontracted days shall be granted to 240 day employees.

All twelve month employees shall be permitted to carry over and accumulate a maximum of ten (10) days of unused noncontracted days from one school year to the next, and no employee may accumulate more than thirty or thirty-five (30/35) noncontracted days in any one year. Any leave that is accumulated in a school year that exceeds the maximum allotment of thirty or thirty-five (30/35) noncontracted days must be used before the end of the school year, or be forfeited.

235 Day Contracts = 25 noncontracted days,
can accumulate no more than 35 noncontracted days per year.

240 Day Contracts = 20 noncontracted days,
can accumulate no more than 30 noncontracted days per year.

WORK SCHEDULE DURING BREAKS

The Superintendent shall determine the work schedule of twelve-month classified employees. The Superintendent may require, for security or other reasons, certain classified personnel to work on holidays. If the employee is scheduled to work on a holiday, then that 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.

Holidays and Annual Leave**APPROVAL**

The employee must obtain approval from his/her immediate supervisor before taking noncontracted days. The employee's immediate supervisor may deny the request for noncontracted days if he/she deems the time for such leave will cause undue hardship or interfere with the daily operations of the District.

Absent a medical emergency, approval will not be granted for any classified employee to take noncontracted days during either the first two (2) weeks or last two (2) weeks of the school year. Approval for noncontracted days during these periods of time requires that the classified employee present documented proof of the medical emergency or need, and secures approval of the leave through the Superintendent.

Approved holidays shall not be counted in the noncontracted days provision of this policy. Time off during the December/January holiday season and during the first week of July shall be counted against the employee's noncontracted days.

REFERENCES:

[KRS 158.070](#)

[KRS 160.291](#)

[KRS 161.154](#)

KRS 2.110

KRS 2.190

RELATED POLICY:

03.122

Adopted/Amended: 6/26/2014

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