

**-CERTIFIED PERSONNEL -****Holidays and Noncontracted Days**

All certified employees 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.<sup>1</sup> Certified 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**

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.

Twelve month certified employees are employed on a two hundred thirty-five (235) day contract or 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.

Pursuant to [KRS 160.290](#)(3) in [KRS 161.540](#)(1) all twelve month employees shall be permitted to carry over and accumulate a maximum of ten (10) 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.

**Holidays and Noncontracted Days****NONCONTRACTED DAYS (CONTINUED)**

Effective July 1, 2013, employees shall no longer be granted annual leave with pay. The employee shall be paid his/her normal daily rate of pay for each day of annual paid leave accumulated as of June 30, 2013 and shall be made as follows:

- In the year an employee retires, resigns, or whose employment is otherwise terminated, annual leave accumulated as of June 30, 2013 shall be prorated and accrued at a monthly basis at the rate of one-tenth (1/10) of the eligible annual leave per month, not to exceed total leave time available. In no event shall an employee be compensated for any accrued annual leave in excess of forty (40) days.
- Recognition of annual leave for TRS purposes shall be governed by applicable statutes and regulations. For an individual who became a member of TRS on or after July 1, 2008, payment for annual or compensatory leave accumulated as of June 30, 2013 shall not be included in determining the member's last annual compensation.

**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 annual leave 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 certified 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 certified employee present documented proof of the medical emergency or need, and secures approval of the noncontracted days 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.

**DEFINITIONS**

For purposes of this policy, certified personnel are defined as those employees who must possess a teacher or administrator certificate as a prerequisite to performing the duties assigned and other supervisory positions at the Director level or above, as determined by the Superintendent.

**REFERENCES:**

[1KRS 158.070](#)

[KRS 160.291](#)

[KRS 161.220](#); [KRS 161.540](#)

[KRS 2.110](#); [KRS 2.190](#)

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