# Draft 6/1/2022

# PERSONNEL CP03.222

‑ Classified Personnel ‑

Holidays and Vacations

Holidays

All full‑time classified personnel shall be eligible for the four (4) paid holidays designated in the official school calendar.

Twelve (12)-month employees may observe Memorial Day and Independence Day as holidays. Ten and one quarter (10 ¼)‑month employees may observe Memorial Day as a holiday. (Any part‑time transportation or food service employee who was employed prior to February 13, 1992 will continue to be eligible for the four (4) paid holidays designated in the official school calendar until employment ceases.)

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.

Vacations

Full‑time twelve-month employees must complete one (1) year of employment before being eligible for vacation. A maximum of ten (10) vacation days may be accumulated and carried over to the next year. All accumulated vacation days must be utilized prior to retirement or termination unless approved by Superintendent/designee.

Classified administrators accrue vacation from July 1 through June 30. Vacation allotment for the year is credited to your account on January 1 of each year.

Based on length of continuous service to the District, full‑time twelve‑month classified employees shall be entitled to annual vacation days as scheduled with the approval of the Superintendent.

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|  | Length of District Service | Number of Days Annually |
| Administrative/Supervisory  | 1‑14 years | 15 days |
| and Professional classified staff: | 15 or more years | 20 days |
| Other classified personnel: | 1‑7 years | 10 days |
|  | 8‑14 years | 15 days |
|  | 15 or more years | 20 days |

References:

KRS 158.070

KRS 160.291

KRS 161.154

KRS 2.110; KRS 2.190