

- CLASSIFIED PERSONNEL -**Holidays/Vacation Days**

Full-time classified personnel contracted for less than 240 days, shall be paid for four (4) holidays which shall be designated in the official school calendar plus one (1) additional holiday.

Full-time classified employees who are contracted for a minimum of 240 days shall receive a total of eight (8) paid holidays as designated by the Superintendent.

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.

VACATION DAYS

Classified employees who are contracted for a minimum of 240 days work shall receive ~~fifteen~~ (15) vacation days with pay per contract year. ~~After ten (10) years of a minimum of 240 days contracted service in the District, these employees shall be granted fifteen (15) vacation days with pay per contract year.~~ The number of days and the length of each day in the employee's scheduled workweek shall constitute the off time authorized each qualifying employee.

The contract year begins July 1 and ends June 30. Vacation days shall be scheduled in advance with the approval of the immediate supervisor and are subject to scheduling restrictions due to District operational needs. Vacation days with pay shall not accumulate from contract year to year. All vacation days are to be taken by June 30 each year. Qualifying employees will not work these days for additional pay unless requested by the Superintendent. Qualifying employees who do not exhaust allotted vacation days by June 30 of each year may request to the Superintendent to have unused vacation days converted to sick days.

REFERENCES:

KRS 158.070
KRS 160.291
KRS 161.154
KRS 2.110
KRS 2.190