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PERSONNEL

- CLASSIFIED PERSONNEL -

**Holidays and Vacations**

**HOLIDAYS**

Classified personnel employed who qualify shall be eligible for the four (4) paid holidays designated in the official school calendar. These are part of the school year required by state law.<sup>1</sup>

~~To be eligible, the employee must work the day before and the day after a scheduled holiday.~~

Classified employees who are employed on a twelve-month (12) contract shall receive ~~seven~~<sup>(7)</sup> additional holidays: New Year's Eve, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, day after Thanksgiving, and Christmas Eve. In years with a Presidential Election, those employees on a twelve-month (12) contract shall also receive President Election Day.

Twelve month classified employees shall be eligible for the paid holidays approved by the Board annually.

**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**

240-day Classified employees shall be entitled to five (5) days of annual leave

260-day Classified employees shall be entitled to the following number of days of vacation annually at a time approved by the Superintendent. Vacation time shall be based on the number of years experience as a twelve-month classified employee of the District.

**VACATION SCHEDULE**

- ~~0~~4 – 4 years service - Five (5) days
- 5 – 11 years service- Ten (10) days
- 12+ years service - Fifteen (15) days

**REFERENCES:**

- <sup>1</sup>KRS 158.070
- KRS 160.291
- KRS 161.154
- KRS 2.110
- KRS 2.190