# Draft 1/9/2024

# PERSONNEL GF03.222

‑ Classified Personnel ‑

Holidays and Vacations

All classified personnel shall be paid for four (4) holidays, which are designated in the employee's contract. Extended contract employees shall be entitled to additional holidays based on the following work schedule:

Number of Days Worked Number of Holidays Per Year

210-225 days Two (2) additional holidays for a total of six (6)

226-239 days Three (3) additional holidays for a total of seven (7)

240 days or more Six (6) additional holidays for a total of ten (10)

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

Full-time employees, who a) work the equivalent of, or greater than, a 243-day contract, and b) work forty (40) hours per week, shall be entitled to one (1) week of vacation with pay after one (1) year of employment; they shall be entitled to two(2) weeks of vacation after three (3) years of employment. Vacation days shall not carry-over from year to year and no pay shall be received for unused days.

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. Noncontracted days shall not accumulate.

References:

KRS 158.070

KRS 160.291

KRS 161.154

KRS 2.110

KRS 2.190