

PERSONNEL

- CLASSIFIED PERSONNEL -

**Holidays and Vacation**

All classified personnel shall be paid for four (4) holidays which shall be designated in the official school calendar. Employees who work at least 240 days per year shall receive six (6) additional paid holidays a year for a total of ten (10) paid holidays. The Superintendent shall designate the additional six (6) holidays.

**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.

**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.

**VACATIONS**

Classified employees employed on a twelve (12) month/250 day basis shall be eligible for annual vacation days with pay as follows:

- Employees who have worked one (1) continuous year shall receive one (1) week of vacation.
- Employees who have worked two (2) continuous years shall receive two (2) weeks of vacation.
- Employees who have worked three (3) or four (4) continuous years shall receive three (3) weeks of vacation.
- Employees who have worked five (5) or more years shall receive four (4) weeks of vacation.

The criteria for granting requests shall be:

1. Seniority of employment in the District.
2. Seniority of employment in the building.

Vacation days do not accumulate and must be used by June 30th during the school year granted.

**CLASSIFIED ADMINISTRATORS**

Effective July 1, 2017, classified administrators under contract to work 240 days during a school year, July 1 through June 30, will be granted ten (10) days of vacation leave. A beginning employee contracted to work in a 240 day or more position, but works fewer days during that year, shall be granted leave prorated based on the actual number of days worked.

Vacations shall be scheduled in advance with approval from the employee's immediate supervisor.

**Holidays and Vacation**

**CLASSIFIED ADMINISTRATORS (CONTINUED)**

Classified administrators hired on or after July 1, 2017 and before December 31, 2024, who are employed for 240 or more days annually shall be entitled to carry over to the next school year a maximum of forty (40) days of annual leave (vacation), effective July 1 of each school year. Compensation for accrued annual leave shall be made at time of retirement at a rate not to exceed the daily salary rate calculated from the employee's last annual compensation.

Classified Administrators hired with an effective contract date of January 1, 2025 or after, who are employed for 240 or more days annually, shall be eligible for ten (10) vacation days per year. Vacation days will not accumulate for classified personnel hired with an effective contract date of January 1, 2025 or after. At the time of separation from District employment (retirement, resignation, or termination), employees shall be compensated for ~~accumulated~~, unused vacation days.

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Employees changing from the 240 day or more contract to a contract less than 240 days shall be compensated for accumulated, unused vacation days not to exceed the daily salary rate calculated from the employee's current rate.

**REFERENCES:**

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