

- CLASSIFIED PERSONNEL -**Holidays and Vacations**

All full-time classified personnel shall be paid for four (4) holidays which shall be designated in the official school calendar. Full-time, twelve-month employees shall also be paid for holidays designated by the Board as falling within the official school calendar.

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

All full-time, twelve-month employees (those employed 260 days annually) shall accrue annual vacation leave based upon the number of years employed by the District as follows:

- * Vacation shall be earned on a monthly basis;
- * Vacations days shall be accrued the first of the month following the month in which they were earned;
- * Employees shall not accumulate more than two (2) years vacation at any one time; **unused vacation days expire two years after accrual; expiring vacation days shall not convert to sick days;**
- * Accumulated vacation days shall be scheduled and taken only upon approval of the Superintendent and in no less than one-half (1/2) day increments;
- * If an employee is absent without pay for one-half (1/2) of the month, s/he will not earn vacation for that month;
- * Upon retirement ~~or termination of employment for any reason~~, an employee shall be paid for the accumulated vacation time.
- * **Upon resignation, an employee shall be paid for the vacation time accumulated during the current fiscal year through the last day in the district.**
- * **Reemployment with the district after a break in service will result in a reset to zero for earned vacation days and number of years completed calculations.**

The following table shows the number of days earned annually:

Number of Years Completed	Number of days of Annual Leave Earned
0-5	12 days
6-15	18 days
15+	24 days

REFERENCES:

[KRS 158.070](#)

[KRS 160.291](#)

[KRS 161.154](#)
[KRS 2.110](#); [KRS 2.190](#)

RELATED POLICY:

03.2

Adopted/Amended: 11/24/1997
Order #: