

CLASSIFIED PERSONNEL**Holidays and Vacations**

Classified personnel shall be paid for holidays based on the following schedule.

Number of Workdays	Paid Holidays	Holidays Designated
181-185	4	4 Holidays designated by School Calendar Committee
186-199	5	Labor Day Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day
200-239	6	Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Memorial Day
240+	9	Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth

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 (TWELVE-MONTH EMPLOYEES)

Twelve-(12) month employees shall be eligible for vacation as follows:

- employees with one to ten (1-10) years experience are eligible for ten (10) days of vacation annually. Employees in the 1st year of employment shall have vacation days prorated based on the number of days worked.
- employees with eleven (11) years experience are eligible for eleven (11) days of vacation annually.
- employees with twelve (12) years experience are eligible for twelve (12) days of vacation annually.
- employees with thirteen (13) years experience are eligible for thirteen (13) days of vacation annually.
- employees with fourteen (14) or more years experience are eligible for fourteen (14) days of vacation annually.
- employees with fifteen (15) or more years experience are eligible for fifteen (15) days of vacation annually.

Holidays and Vacations

A vacation day is the equivalent of the normal hours an employee works per day.

A maximum of fifteen (15) vacation days may be carried forward from one (1) school year to the next. All carry-forward vacation days must be pre-approved by the employee's immediate supervisor. However, with the supervisor's approval, an employee may carry over only five (5) vacation days past October 31 of any school year. An employee shall forfeit any vacation days in excess of five (5) not used by October 31 of any school year.

Full-time 12-month (260-day) employees shall receive six (6) "x" paid days in conjunction with Christmas Day and /or Thanksgiving Holidays.

All vacation days must be approved by the employee's immediate supervisor.

POLICY TO TAKE EFFECT ON 07/01/2024

REFERENCES:

[KRS 158.070](#)

[KRS 160.291](#)

[KRS 161.154](#)

[KRS 2.110](#)

[KRS 2.190](#)

Adopted/Amended: 7/18/2024

Order #: 152