

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** May 1, 2026

TOPIC/TITLE: Vacation Policy- First Reading

PRESENTER: Josh Rayburn

ORIGIN:

- TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ACTION REQUESTED AT THIS MEETING
- ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ACTION REQUESTED AT FUTURE MEETING: (DATE)
- BOARD REVIEW REQUIRED BY

- STATE OR FEDERAL LAW OR REGULATION
- BOARD OF EDUCATION POLICY
- OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- PREVIOUS REVIEW OR ACTION

- DATE:
- ACTION:

BACKGROUND INFORMATION:

Board is required to review and approve all policies that govern the Board of Education

SUMMARY OF MAJOR ELEMENTS:

Vacation policy has been updated for the first reading.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: Recommended Not Recommended

Yori Jones

-CLASSIFIED PERSONNEL

Holidays and Vacations

HOLIDAYS

All full-time classified personnel 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.¹ All full-time classified personnel employed between 240 and 260 days shall also receive Juneteenth and the Fourth of July as a paid holiday for a total of (6) paid holidays. General Election Day in the year of a presidential election will be an additional holiday for twelve-month, 240-day employees.

Full-time, 260-day-contract classified personnel shall be eligible for the following paid holidays:

- | | |
|----------------------------|-------------------------------------|
| 1. Christmas Eve, | 8. Fourth of July, |
| 2. Christmas Day, | 9. Labor Day |
| 3. New Year’s Eve, | 10. Thanksgiving Day, |
| 4. New Year’s Day, | 11. Thanksgiving Friday, |
| 5. Presidents’ Day* | 12. Memorial Day*, and |
| 6. Martin Luther King Day, | 13. General Election Day in year of |
| 7. Juneteenth | presidential election. |

*If school is in session, the day will become a “Floating Holiday” which must have prior approval from Supervisor to be taken and must be taken off by June 30 of same year.

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

Full-time, 260-day-contract classified personnel shall be entitled to an annual two (2) week vacation at a time approved by the Superintendent. Personnel employed for the first time on a full-time, twelve-month basis shall be eligible for vacation during the second half of the first year of service.

Full-time, 260-day-contract classified personnel who have five (5) or more years of service with the District in a 260 day position, shall be granted an additional day of vacation for each year of service up to twenty (20) days.

ACCUMULATION/CARRY-OVER

Full-time, 260-day-contract classified personnel may accumulate and carry-over a maximum of forty (40) unused, paid vacation days. Upon retirement or termination of employment for any reason, a classified employee shall be paid for his/her accumulated vacation time at a rate equivalent to the daily salary rate, calculated from the employee’s last annual compensation. In the event of retirement or resignation, vacation leave shall be prorated and accrue on a monthly basis.

Deleted: FULL-TIME, 260-DAY-CONTRACT CLASSIFIED PERSONNEL SHALL BE ENTITLED TO AN ANNUAL FOUR (4) WEEK VACATION AT A TIME APPROVED BY THE SUPERINTENDENT. PERSONNEL EMPLOYED FOR THE FIRST TIME ON A FULL-TIME, TWELVE-MONTH BASIS SHALL BE ELIGIBLE FOR VACATION DURING THE SECOND HALF OF THE FIRST YEAR OF SERVICE. PERSONNEL, WHO HAVE WORKED MORE THAN SIX (6) MONTHS WITH THE DISTRICT, TRANSFERRING FROM A LESS THAN FULL-TIME CONTRACT TO A FULL-TIME CONTRACT WILL BE GRANTED VACATION TIME STARTING THE FIRST DAY OF THE NEW CONTRACT.⁴

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Deleted: Full-time, 260-day-contract classified personnel may accumulate and carry-over a maximum of eighty (80) unused, paid vacation days. Upon retirement or termination of employment for any reason, a classified employee shall be paid for his/her accumulated vacation time at a rate equivalent to the daily salary rate, calculated from the employee’s last annual compensation. In the event of retirement or resignation, vacation leave shall be prorated and accrue on a monthly basis.⁴

PERSONNEL

03.222
(CONTINUED)

Holidays and Vacations

REFERENCES:

[¹KRS 158.070](#)
[KRS 160.291](#); [KRS 161.154](#)
[KRS 2.110](#); [KRS 2.190](#)

Adopted/Amended: 6/12/2023
Order #: VII I