

## **Support Staff Vacations and Holidays**

### **Vacations**

Regular classified personnel working on a 12-month basis are entitled to paid vacation on the following basis:

1. Personnel with a title of director shall be entitled to 20 days of vacation each contract year.
2. Personnel with a calendar year of 240 days or 250 days shall be granted, at the completion of their first year, 10 days of vacation. Upon completion of five years, they shall receive 15 days of vacation. Upon completion of the seventh year, they shall receive 20 days of vacation.

All vacation time earned by all employees in the previous fiscal year shall be taken before June 30 of the following fiscal year unless a deferred vacation is approved by the superintendent.

Vacations shall be scheduled at the convenience of the district and as nearly as possible at the convenience of the employee. All summer vacation schedules shall be arranged for all employees and reviewed with the immediate supervisor prior to April 1.

All classified employees who resign or whose employment is terminated shall receive the paid vacation to which they are entitled as soon as possible.

New employees whose term of service is less than one full year shall be entitled to paid vacation in the ratio that their length of service bears to a full year.

Accumulated vacation shall be taken during the summer months at the convenience of the school district.

### **Holidays**

The following days are considered paid holidays for support staff:

4<sup>th</sup> of July  
Labor Day  
Thanksgiving  
Christmas  
New Years  
Memorial Day

Revised: June 2009  
Adopted: CASB Overhaul 2014

LEGAL REFS.: C.R.S. 8-13.3-101 *et seq.* (leave for parental involvement in academic activities)  
C.R.S. 22-1-112 (school year-national holidays)

Fremont RE-2 School District, Florence, Colorado