

Support Staff Vacations and Holidays

All twelve-month employees shall be granted a vacation of ten (10) days per year after the completion of one year on the job and fifteen (15) days per year after the completion of five years on the job. Vacations normally must be taken during the summer months unless special arrangements are made with the immediate supervisor. Vacation time may not be accrued and carried over into another year without Board approval and superintendent recommendation. The number of vacation days used each year may not exceed the number of vacation days given in any year.

The following holidays shall be observed by twelve-month employees:

- Labor Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas and New Year's [five (5) days total]
- Presidents' Day
- Spring break [two (2) days]
- Memorial Day
- Fourth of July

In the event the holiday falls on a weekend, either the Monday following or the Friday preceding may be granted as the holiday.

Contracts for 12 month employees may be addressed yearly to reflect changes in the school calendar and holiday. Recommendations for additional holidays added to 12-month employee contracts will be made by the Superintendent and approved by the Board of Education.

For any 9 or 10 month employee who moves to a 12 month position, eight (8) days of vacation will be granted during the first year, providing the employee has been with the district five or more years.

Holidays and vacations for nine, nine and one-half, and ten-month employees shall be the regular school calendar.

Adopted: **1987**

Reviewed: April 16, 2007
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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)