

Support Staff Vacations and Holidays

Vacations

Regular classified personnel on a 12 month basis shall be entitled to 12 days of paid vacation each fiscal year during the first ten years of continuous employment and 15 days of vacation each fiscal year thereafter.

All vacation time earned by all employees in the previous fiscal year shall be taken before August 31 of the following fiscal year. Unused vacation time may not be accumulated unless a deferred vacation is approved by the superintendent in writing. Support staff must be employed by the district continuously for 6 months before vacation time can be used.

Unused vacation time will be converted into additional sick leave days at the end of August 31.

Vacations shall be scheduled at the convenience of the district and as nearly as possible at the convenience of the employee. Arrangements to schedule vacations should be made at least a month in advance.

The custodial and maintenance staff may only use 10 days vacation during the summer months without prior approval of the Superintendent. All summer vacation schedules shall be arranged for all employees and reviewed with the immediate supervisor prior to May 15.

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 regular classified staff:

1. New Year's Day, (January 1)
1. Memorial Day (last Monday in May)
2. Independence Day (July 4)
3. Labor Day (first Monday in September)
4. Thanksgiving Day (fourth Thursday in November)
5. The Wednesday before and the Friday following Thanksgiving Day. When school schedules the entire week as a Holiday, the entire week is considered paid holiday.
6. Christmas Day (December 25)
7. Any holidays that are scheduled as school days off on the regular school calendar

In case any of the above holidays fall on Saturday, the Friday preceding shall be considered the holiday. In case any of the above holidays fall on a Sunday, the Monday following shall be considered the holiday. Observance by employees of holidays as designated will not result in a deduction in salary.

The Board of Education also allows 10 month and 12 month classified employees an addition 3 days holiday during the school Christmas Break and an additional 2 days holiday during the school spring break. These days can be used throughout the year at the employee's discretion and with prior approval from the Superintendent.

LEGAL REF.:

C.R.S. 22-1-112 (school year-national holidays)

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COLORADO SAMPLE POLICY 1984©

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San Juan County School District #1, Silverton, Colorado
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