

Professional Staff Vacations and Holidays

Vacations

All full-time 12 month administrators, 12 month managers, 12 month assistant managers, and 12 month coordinators shall be entitled to annual leave at the rate of total month work plus two.

Generally, vacation days accumulated during a contract year must be used before August 31 of that year. With approval of the employee's supervisor and the superintendent, vacation days may be held over to the following year, up to a maximum of two years' vacation leave.

Holidays

All full-time 12 month administrators, 12 month managers, 12 month assistant managers, and 12 month coordinators are not expected to report to work on:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Veteran's Day
- Christmas Day

1st reading 8-11-2020

LEGAL REF.: C.R.S. [22-1-112](#) (*school year-national holidays*)

[Revised _____]

Comment [AS1]: Your previous policy allowed employees a total number of months worked plus two. You are welcome to return to that language if you'd prefer. However, I think this is a more simplistic option.

Comment [AS2]: List the holidays on which district offices are closed and on which year-round staff members are not expected to report to work.

Please update/modify as you deem necessary.