

Classified and Non-Licensed Administrative/Professional/Technical Staff Vacations and Holidays

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

- 1st through 4th year of employment.....80 hours\year
- 5th through 12th year of employment.....120 hours\year
- 13th and each succeeding year of employment.....160 hours\year

Vacation shall accrue from the first day of employment as follows:

- 1st through 4th year of employment.....6.67 hours\month
- 5th through 12th year of employment.....10.00 hours\month
- 13th and each succeeding year of employment.....13.33 hours\month

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

- 1st through 4th year of employment.....40 hours\year
- 5th through 12th year of employment..... 60 hours\year
- 13th and each succeeding year of employment.....80 hours\year

Vacation shall accrue from the first day of employment as follows:

- 1st through 4th year of employment.....3.35 hours\month
- 5th through 12th year of employment.....5.00 hours\month
- 13th and each succeeding year of employment.....6.65 hours\month

Vacation days shall not accumulate from year to year. Earned vacation time shall begin July 1 of each year and end the following June 30. Upon written approval of an employee's supervisor, vacation time earned during an accrual cycle may be carried over and used during the period between July 1 and the end of winter intermission.

Vacations shall be scheduled at the convenience of the district and as nearly as possible at the convenience of the employee. Employees shall be encouraged to take vacation during the months of June, July and August.

Employees must obtain the permission of their supervisor prior to taking vacation.

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.

Holidays

The following days are considered paid holidays for regular 12-month classified staff:

- New Year's Day
- Martin Luther King Day

Comment [AS1]: This policy has an accrual rate, which is different from your previous policy.

It also offers teachers more days off per year depending on how long they stay to help incentivize teacher retention. However, if you do not want to add this provision, you can modify to fit your goals.

For examples: "Fulltime classified personnel working on a 12-month basis are entitled to 80 hours (10 days) per year. This vacation time shall accrue at 6.67 hours per month worked, beginning the first day of employment."

Comment [AS2]: Do you agree?

Comment [AS3]: Do you agree?

Comment [AS4]: Your previous policy did not include the highlighted days as paid holidays; these are holidays as recognized under CRS 22-1-112. However, you are able to select which holidays, if any, that will be paid.

Presidents' Day

Memorial Day
Independence Day
Labor Day
Thanksgiving Day

Veteran's Day

Christmas Day

The following days are considered paid holidays for classified employees working less than 12 months:

Thanksgiving Day
Christmas Day

1st reading 8-11-2020

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

[Revised _____]