

Staff Vacations and Holidays

Vacations

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

1. Full time support personnel will receive 10 paid Vacation days per year.
2. Half-time support personnel will receive 5 paid Vacation days per year.

All vacation time earned by all employees in the previous fiscal year shall be taken before December 31 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 May 15.

Employees who resign or whose employment is terminated shall not be reimbursed for unused Vacation days.

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 at the convenience of the school district.

Holidays

The following days are considered paid holidays for 12 month employees staff:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Day plus one additional day
- New Year's Day plus one additional day

1st reading 7-16-2013

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