

SUPPORT STAFF VACATIONS AND HOLIDAYS

All support staff employees who are employed twelve calendar months shall be granted one-week vacation with pay, after serving in employment for one year. Employees who have been employed for three years shall receive two weeks paid vacation; those employed for eight years will receive three weeks; and employees that complete fifteen years of service shall receive four weeks paid vacation.

These vacation periods must be scheduled with the approval of the supervising administrator.

Support staff members shall also receive the following days off: Fourth of July, Labor Day, Thanksgiving Day and the day after, Christmas Eve Day, Christmas Day, New Years' Eve Day, New Year's Day, Good Friday when school is not in session, and Memorial Day. On these Holidays, however, custodians will be assigned to check the heating system during the heating season, to see that it is operating properly.

Adopted: \_\_\_\_\_

Last Revision: February 8, 2017

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