

**Classified Employee Vacations – Holidays**

Twelve-month classified employees are entitled to two weeks of vacation with pay per year prorated for the amount of time employed at the conclusion of the employees initial twelve months of employment. After five (5) years of employment, employees are entitled to three weeks of vacation per year. After ten (10) years of employment, employees are entitled to four weeks of vacation per year. The School Board will determine the amount of vacation and holidays that will be allowed on an annual basis for classified employees.

Secretaries and Custodians under regular year round employment will be allowed 7 (seven) paid holidays, consisting of New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day ,Friday after Thanksgiving and Christmas Day.

Date Adopted: 03-05-97  
Date Reviewed: 02-12-14, 04-13-16, 07-16-20  
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