Vacations and Holidays

Vacations

Vacation time shall be granted to classified personnel and administrators who work 260 days per year. All vacation days must be taken within 12 months from the anniversary date upon which they are granted. Any unused vacation days at the conclusion of the 12 months in excess of ten days shall not be carried into the next 12 month period and shall be forfeited without compensation.

Vacation eligibility shall be computed as follows:

<table>
<thead>
<tr>
<th>Years of Continuous Employment</th>
<th>Days of Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 5 years</td>
<td>10 days per year</td>
</tr>
<tr>
<td>5 to 10 years</td>
<td>15 days per year</td>
</tr>
<tr>
<td>10 or more years</td>
<td>20 days per year</td>
</tr>
<tr>
<td>21st year or more</td>
<td>25 days per year</td>
</tr>
</tbody>
</table>

Employees working in other than 12-month positions shall receive no paid vacation. First-year employees will be eligible to use accrued vacation after completing 6 months of employment. Procedure for handling requests for vacation will be established by each department (by seniority or date of request, etc.) according to schedules and work load, as long as District policy is followed.

Holidays – for eligible employees
The following are recognized paid holidays. If these holidays fall within scheduled workdays, they are included as paid days.

- Labor Day 1 day
- Thanksgiving 2 days
- Christmas 2 days
- New Years 2 days
- Martin Luther King 1 day
- President’s Day 1 day
- Memorial Day 1 day
- July 4th 1 day
- New Years 2 days

Religious Leave

Any employee of the district wishing to observe religious days other than holidays established by Board policy may use his/her discretionary leave days in accordance with paid leave guidelines or may be taken without pay.

260 day employees receive an additional 3 floating holidays at the beginning of their contract or Notice of Assignment. Floating holidays may be used as the employee needs with the prior approval of the supervisor. Floating holidays must be used in the current contract year and will be forfeited if not used by the end of the contract or Notice of Assignment. If an employee is a late hire, but would normally be considered a 260 day employee, the floating holidays will be prorated in the following manner: Hired after December 31 – 2 floating holidays, after April 30 – 1 floating holiday.

School years in which the total number of work days is more than 260 shall be handled as follows: extra days (1 or 2) will be considered unpaid, non-working days to be taken as scheduled during winter or spring break. Supervisors will approve when unpaid, non-working days will be scheduled for their staff.

An employee absent from scheduled work on a day preceding or following a holiday may have deductions made for those days unless it is covered by a medical examiner’s verification or approved vacation.

LEGAL REF.: C.R.S. 22-1-112
CROSS REF.: ICA-E, School Calendar