**File:  GCD**

**Professional Staff Vacations and Holidays**

All full-time licensed personnel (those working at least 160 days per contract year) shall be entitled to annual vacation leave of 9 working days per year.

Generally, vacation days accumulated during a contract year must be used before August 31 of that year. With approval of the employee's supervisor and the superintendent, vacation days may be held over to the following year, up to a maximum of two years' vacation leave.

Adopted July 2016

LEGAL REF.:  C.R.S. [22-1-112](http://www.lpdirect.net/casb/crs/22-1-112.html%22%20%5Ct%20%22_blank)*(school year-national holidays)*