**Support Staff Vacations and Holidays**

**Vacations**

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

1.  Personnel with a title of business manager and maintenance/transportation director shall be entitled to 12 days of vacation each contract year.

2.  Personnel with a title of custodian, shall be entitled to 6 days of vacation each contract year.

All vacation time earned by all employees in the previous fiscal year shall be taken before June 30 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 April 1.

All classified employees who resign or whose employment is terminated shall receive the paid vacation to which they are entitled as soon as possible.

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 during the summer months at the convenience of the school district.

**Holidays**

The following days are considered paid holidays for support staff:

New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, Christmas Day.

Adopted: July 2016

Revised: July 2023

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)*