

Support Staff Vacations and Holidays

Regular classified personnel working on a 12-month basis are entitled to paid vacation as outlined in the employee's contract.

All vacation time earned by all employees in the previous fiscal year shall be taken before December 31 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.

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.

Current practice codified

Adopted: date of manual adoption

C.R.S. 22-1-112 (*school year-national holidays*)

[legal updated 2015]