

**VACATIONS AND HOLIDAYS**  
**(NON-UNION)**

Vacations

All full-time employees working on an eleven (11-) or twelve (12-) month schedule receive vacation with pay as follows:

1. After service of one year with the Board of Education – two calendar weeks with pay, excluding legal holidays.
2. At ten or more years of service with the Board of Education – three calendar weeks with pay, excluding legal holidays.
3. At fifteen or more years of service with the Board of Education – four calendar weeks with pay, excluding legal holidays.

Vacation is accrued on a per pay period basis.

Employees who have worked for the district in a position which does not earn vacation, and then without interruption accept a position which earns vacation, receive credit for the time worked pro-rated for the purpose of anniversary date and years of service. This has no effect on other seniority factors or considerations. An employee who works as a four-hour employee for six months will earn three months credit. An employee who has worked eight hours a day for 10 school years (nine months a year) has seven and one-half years of credit and will start with three weeks vacation.

Vacations are to be approved by the Superintendent or his/her designee. The primary concern is the efficient operation of the schools. The requests of employees are considered whenever possible.

Vacations are taken during the year in which they are earned, and may not be accumulated unless approved by the Superintendent. Vacation shall be taken during the calendar year following accrual; only one week may be accumulated and carried over. That week must be used the following year.

The Superintendent gives final approval of vacation schedules for the support staff. It is his/her responsibility to see that vacations are scheduled so that the least interference with the operation of the schools results.

### Holidays

The following holidays have been established by law as paid holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If Independence Day, Christmas Day or New Year's Day falls on a Saturday, employees will not be required to work on the preceding Friday. When any of these days falls on a Sunday, employees are not required to work on the following Monday. Employees are eligible for paid holidays only if they accrue earnings the day before and the day after the holiday.

Because various classifications of personnel are scheduled to work a different number of months during the calendar year, the Superintendent informs all employees of the specific holidays to which their particular job classification is entitled as set forth below.

#### Eleven and Twelve Month Employees

- New Year's Day and the day before
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day and the day before

#### Nine and Ten Month Employees

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day

LEGAL REFS: O.R.C. §§1.14; 3319.084; 3319.086; 3319.087

Adopted: May 20, 2014