

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

**Vacations**

Full time employees are entitled to paid vacation in accordance with O.R.C. §3319.084 as follows:

- A. One year through 7 years of service with the Board of Education – two calendar weeks pay, excluding legal holidays.
- B. Starting with 8 years through 13 years of service with the Board – three calendar weeks pay, excluding legal holidays.
- C. Starting with 14 years through 20 years of service with the Board – four calendar weeks, excluding legal holidays.
- D. Starting with 21 years and each year thereafter of service with the Board – five calendar weeks, excluding legal holidays.

A full time employee is a person who is in service for not less than 11 months in each calendar year.

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.

Vacation usage shall be consistent with the terms and conditions of the current OAPSE negotiated agreement.

**Holidays**

Because various classifications of personnel are scheduled to work a different number of months during the calendar year, the terms and conditions of the current OAPSE negotiated agreement shall apply.

LEGAL REFS: O.R.C. §3319.084

Adopted: September 14, 2015