

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: GDD

VACATIONS AND HOLIDAYS – 12-MONTH EMPLOYEES

VACATIONS

Vacations, with pay, shall be granted only to full-time 12-month employees. “Full-time” is defined as working at least 30 hours per week for a complete fiscal year (12 months).

Such employees will be granted two (2) weeks vacation with pay after completion of the first full fiscal year of employment. Following completion of five (5) consecutive full years of employment, the employee shall be eligible for three (3) weeks vacation.

Vacation periods must be requested in advance. Written application, stating the date(s) of desired vacation days, shall be submitted to the employee’s immediate supervisor. The immediate supervisor reserves the right to require the employee to chose an alternate vacation period if he determines it in the best interest of the School District to do so.

Vacation carryover: No more than 15 days carryover is permitted in a fiscal year.

Upon termination or resignation from employment, classified staff will be entitled to be compensated for the unused portion of vacation earned during any year, which vacation shall be proportionate to the total period of the year worked prior to termination or resignation (i.e., an employee who had worked 6.5 years would be entitled to 7.5 days of vacation during his last six months of employment, and if he had used 5, would be entitled to 2.5 days of accrued vacation time at the time of his termination or resignation).

HOLIDAYS

Ten paid holidays will be granted to 12-month employees and four paid holidays will be granted to all other employees in accordance with the Board adopted calendar of holidays.

Adopted: 7/21/93
Revised: 12/16/08
Revised: 2/16/16