

West Central School District 49-7

CLASSIFIED STAFF VACATIONS AND HOLIDAYS

Vacations

Classified employees who are employed twelve calendar months with a forty hour work-week shall earn 3.5 hours per pay period to a maximum amount of eighty hours per year for the first ten years of employment as a full time district employee.

Employees who exceed ten years of employment with the district shall earn 5.0 hours per pay period to a maximum amount of one hundred twenty hours per year.

Employees who exceed fifteen years of employment with the district shall earn 7.0 hours per pay period to a maximum of one hundred sixty hours per year.

Any vacation hours not used in a fiscal year (ending June 30) may be carried forward at the rate of one half of the yearly maximum and must be used by December 31 of the following fiscal year. No vacation pay may be accumulated beyond this period of 18 months for classified employees. This practice will be followed for any other staff members who receive vacation time.

The date(s) a classified employee wishes to use for vacation must be communicated in advance and have the approval of the direct supervisor and the superintendent.

Employees who work between 230 days to 260 days their vacation will be prorated.

Holidays

The following are holidays for employees who are employed twelve calendar months with a forty hour work-week:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. July Fourth (Independence Day)
5. Labor Day
6. Thanksgiving Day
7. The Friday after Thanksgiving
8. Christmas Eve/Day after Christmas
9. Christmas Day

Employees who work between thirty-forty hours per week and who are employed nine to ten months of the school year will be entitled to the following holidays if they fall within their employment period:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

Adopted 10/24/77

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