

## SUPPORT STAFF VACATIONS AND HOLIDAYS

### PAID VACATION – 260-DAY EMPLOYEES (LEVEL III)

Paid vacation shall be extended to 260-day employees at the following rates:

0 – 1	year of employment	-	One (1) week
2 – 5	years of employment	-	Two (2) weeks
6 – 15	years of employment	-	Three (3) weeks
16 – 20	years of employment	-	Four (4) weeks
21 – up	years of employment	-	Five (5) weeks

The superintendent will have final approval of vacation schedules for the support staff. It will be his/her responsibility to see that vacations are scheduled to least interfere with the operation of the schools. If termination occurs during the cycle, vacation will be prorated. Unused vacation leave may not be carried over from one year to the next.

### PAID HOLIDAYS – 260 DAY EMPLOYEES (LEVEL III)

The following holidays are considered paid holidays and therefore the 260-day employees are not expected to report to work: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve Day, and Christmas.

If Christmas Eve Day, Christmas, New Year's Day, or July 4<sup>th</sup> fall on a Saturday, the holiday will be observed on Friday. If Christmas Eve Day, Christmas New Year's Day, or July 4<sup>th</sup> fall on a Sunday, the holiday will be observed on Monday.

If Christmas Eve Day falls on a Friday, the Christmas holiday will be observed on Monday. If Christmas Eve Day falls on a Sunday, the Christmas Eve Day holiday will be observed on Friday.

Holidays must be taken on the dates observed (exception: if Presidents' Day is used as a make-up day, that holiday may be used at the employee's discretion anytime prior to the end of the fiscal year).

### PAID HOLIDAYS – NINE, TEN, AND ELEVEN MONTH EMPLOYEES

The following holidays are considered paid holidays and therefore the nine, ten, and eleven month employees are not expected to report to work: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Labor Day, Thanksgiving, and Christmas.

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LEGAL REFS.: ORC 1.14  
3319.084; 3319.086; 3319.087