

## CERTIFIED STAFF HOLIDAYS AND VACATIONS

## HOLIDAYS

Paid holidays will be granted for the following days:

New Year's Day	Thanksgiving
Good Friday	Day following Thanksgiving
Monday after Easter	Christmas Eve Day
Memorial Day	Christmas Day
4th of July	New Year's Eve Day
Labor Day	

To be eligible for a paid holiday, the employee must have worked his/her last scheduled workday and the first scheduled workday before and after any holiday.

Employees hired on less than 12-month contracts shall be eligible for paid holidays according to the following schedule:

<u>Contracted Days</u>	<u>Paid Holidays</u>
95 - 129	Labor Day Christmas Day
130 - 169	Add Thanksgiving
170 - 199	Add Memorial Day
200 - 215	Add New Year's Day
216 - 230	Add Good Friday

If any of the above listed holidays falls on a Saturday or Sunday, the preceding or succeeding workday shall be counted as the holiday.

## VACATIONS

~~All regular full-time employees scheduled to work twelve (12) months shall receive two (2) weeks (ten [10] days) vacation after one (1) year of employment. One (1) additional day of paid vacation will be credited for each successive year of employment to a maximum of five (5) weeks (twenty-five [25] days).~~ Upon hire, all full-time, 260-day contracted employees shall receive ten (10) days of vacation accrued at the rate of 0.833 days per month. On July 1 of each subsequent year, employees will be awarded ten (10) days plus one (1) additional day of vacation for each full year employed by CESA 9 up to the maximum of twenty-five (25) days. Vacation days may be advanced (before accrued) at the discretion of the

Administrator with the understanding that if the employee leaves the Agency before the vacation has been accrued, final wage payment will be adjusted to reflect the used days.

~~The anniversary date for vacations shall be July 1<sup>st</sup> of each year. Employees shall receive prorated vacation time for all months worked prior to their first July 1<sup>st</sup> on the job. Such proration shall be one (1) day for each month on the job.~~

Employees who resign and have provided ten (10) days notification of resignation shall be paid for vacation not taken. Any unused vacation will be granted on a pro rata basis.

All vacation requests will be reviewed and approved by the Agency Administrator and supervisor based on a first come, first served basis and will take into consideration the Agency's ability to conduct business.

~~Vacation length and dates must be approved by the Agency Administrator. Vacations may be limited so as not to interrupt operation of the Agency.~~

Vacation time is not accumulative and must be used during the current fiscal year unless approved by the Agency Administrator.

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