

## NON-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 workday before and after any holiday.

Employees hired on the basis of less than one year shall be eligible for all paid holidays falling during the period of their employment.

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

School-based non-certified employees are provided paid holidays consistent with the school district to which they are assigned.

## 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, twelve-month 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.

~~School-term employees later promoted or receiving a twelve-month position from CESA shall be credited with the previous year experience for vacation purposes and such vacation shall become available on September 1, or July 1, whichever occurs first in that initial year.~~

~~Any regular full-time or regular school-term employee assigned less than eight (8) non-working weeks during the summer shall receive one (1) paid~~

~~vacation day for time worked in each of the eight (8) scheduled non-working weeks.~~

~~Vacation lengths of one week or more shall be scheduled at least two weeks in advance, vacations of one day at a time must be scheduled at least one week in advance, and all must be approved by the Agency Administrator/supervisor of clerical employees. Modifications of these time constraints may be granted by the Agency Administrator in extenuating circumstances.~~ 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.

Vacations ~~time~~ are ~~is~~ not accumulative and must be used ~~prior to the anniversary vacation date~~ during the current fiscal year unless approved by the Agency Administrator. In the event a vacation request is denied, an exception shall be granted with vacation time being allowed to accumulate.

~~Vacations may be limited so as not to interrupt operation of the Agency.~~

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