

## 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

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) day 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.

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

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