

**PARK COUNTY SCHOOL DISTRICT 6
BOARD OF EDUCATION POLICY**

CODE: GDD

VACATIONS AND HOLIDAYS

VACATIONS

Vacation leave, with pay, shall be granted only to full-time 12 month employees. "Full-time" is defined as working at least 30 hours per week for a complete fiscal year (12 months).

Such employees will be granted two weeks of vacation with pay per year. Accrued vacation is available after 90 days of employment. Following completion of five consecutive full years of employment, employees are eligible for three weeks vacation.

Vacation periods must be requested in advance. Written application, stating the date(s) of desired vacation days, shall be submitted to the employee's immediate supervisor. The immediate supervisor reserves the right to require the employee to choose an alternate vacation period if they determine it in the best interest of the District to do so. No more than 15 vacation carryover days are permitted in a fiscal year.

Upon termination or resignation from employment, non-exempt classified staff will be entitled to be compensated for the unused portion of vacation earned.

Upon termination or resignation from employment, exempt classified staff vacation leave will be prorated based on the completion of the work year prior to termination or resignation. Exempt classified staff will be entitled to be compensated for the prorated unused portion of vacation earned.

HOLIDAYS

Paid holidays do not apply to temporary summer employees, substitutes, and any other temporary position with the District.

Twelve paid holidays will be granted to 12 month employees and six paid holidays will be granted to 9-10 month classified employees in accordance with the Board adopted calendar of holidays.

Adopted: 7/21/93
Revised: 12/16/08
Revised: 2/16/16
Revised: 9/17/19
Revised: 4/16/24