

Support Staff Vacation

Paid vacation leave shall be provided to regular 12 month support staff. Such vacation leave shall be scheduled subject to prior approval of the superintendent.

Paid vacation leave for 12 month employees with less than five full years of service shall accumulate at a monthly rate, not to exceed 10 working days per year.

Paid vacation leave for 12 month employees with more than five full years of service shall accumulate at the rate of one and one-fourth days per month or 15 working days per year.

Paid vacation leave for 12 month employees with more than 15 years of service shall receive 20 working days per year.

The minimum paid vacation leave that can be taken shall be one half day.

Employees must have completed six months of employment to take approved paid vacation leave. The number of vacation days available to employees who have worked less than one year shall be prorated at the rate noted above.

The period for computing accrued leave shall be from July 1 to June 30. Accrued leave shall be limited to the amount of time that may be accrued in two years. The employee shall have until June 30 of the year in which he accrues the maximum permitted by this policy to use the accrued leave. Any additional leave accumulated but not taken beyond the days which can be accrued shall be forfeited by the employee. An employee who has completed one year of employment shall be entitled to paid accrued vacation leave at the time of termination.

As a rule, salary in lieu of vacation shall not be paid except as outlined above. However, in unusual circumstances when the best interest of the district will be served, the superintendent is authorized to offer to an individual employee salary in lieu of vacation time.

Vacation time shall be taken during the summer months or other school vacation times with the approval of the superintendent.

Adopted prior to 1987

Revised November 1987, August 1988, August 1988, March 1989, April 1994, March 2002

CROSS REF.: GCC, Professional Staff Leaves and Absences, and subcodes

LEGAL REFS.: C.R.S. 8-13.3-101 *et seq.* (leave for parental involvement in academic activities)

C.R.S. 22-1-112 (school year-national holidays)

Dolores School District Re-4A, Dolores, Colorado