

## STAFF PERSONNEL

Code No. 414.1

Policy Title: **CLASSIFIED EMPLOYEE VACATIONS - HOLIDAYS - PERSONAL LEAVE**

The Board shall determine the amount of vacation, holidays and personal leave that will be allowed on an annual basis for classified employees.

Classified employees who work twelve (12) months a year will be allowed eight paid holidays. The eight paid holidays shall be: New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Day, and one additional holiday during the Christmas/New Year break.

Classified employees who work ten (10) months a year will be allowed six paid holidays. The six paid holidays shall be: New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day.

Classified employees who work nine (9) months a year will be allowed three paid holidays. The three paid holidays shall be: Good Friday, Labor Day, and Thanksgiving Day.

Classified employees will be paid only for the hours they would have been scheduled for the day. Vacation shall not be accrued from year to year without a prior arrangement with the superintendent. Effective June 30, 2003, all accrued vacation shall be used.

It shall be the responsibility of the superintendent to make a recommendation to the Board annually on vacation and personal leave for classified employees.

Legal Reference: Iowa Code §§ 1C.1-.2; 4.1(34); 20.9 (2013).

Cross Reference: 409.1 Licensed Employee Vacations - Holidays - Personal Leave  
601.1 School Calendar

Approved: July 18, 2001  
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