

EMPLOYEES

Series 400

Policy Title Classified Employee Vacations - Holidays - Personal Leave Code No. 414.01

G-LR Specific

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

Classified employees who are contracted on a twelve-month basis and who have served in the system more than nine months shall be entitled to a vacation pro-rated at .833 days per month employment. After the initial vacation is granted, vacation will be based on full twelve months employment. Two weeks (10 days) vacation will be granted for twelve months serve. Commencing with the ninth year of employment, a classified employee who is contracted for a twelve-month period will receive three weeks paid vacation.

After 15 years of employment, one additional vacation day is granted, after 16 years of service, two additional days are granted, after 17 years of service, three additional days are granted, after 18 years of service, four additional days are granted, after 19 years of service, five additional days are granted. No more than 20 days per year will be granted.

The vacation may be taken any time during the school year when the vacation will not disrupt the school district operations. The employee must submit a vacation request to the superintendent, who is responsible for determining whether the request will disrupt school district operation.

Full-time regular classified employees who work nine months a year will be allowed a maximum of two days of personal leave to accomplish personal business that cannot be conducted outside the work day. The employee must, whenever possible, submit a personal leave request, stating the reason for the leave, five days prior to the leave day. This leave may be denied if it falls on a special day when services would be necessary, it would cause undue interruption to the education program or to a program demanding the employee's services to the department, or other reasons deemed relevant by the superintendent. It is within the discretion of the superintendent to grant personal leave.

Classified employees who work twelve months a year will be allowed seven paid holidays, if the holidays fall on a regular working day. The seven holidays are New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Day and a floating holiday to be used on the day after Thanksgiving. Paid holidays apply to secretarial staff, custodians, transportation director, and business manager.

Classified employees will be paid only for the hours they would have been scheduled for the day. Vacation will not be accrued from year to year without a prior arrangement with the superintendent.

Legal Reference:

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

Cross Reference:

409.01 Licensed Employee Vacations - Holidays - Personal Leave
601.01 School Calendar

Date of Adoption: May 13, 2014 (Revised) _____

Related Administrative Rules and Regulations: _____