

## **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 shall be entitled to a vacation pro-rated at .833 days for full time FTE (pro-rated based on FTE) per month employment after probationary period. Vacation will be based on full twelve months employment (if eligible). Two weeks (10 days) vacation will be granted after twelve months employment or pro-rated based on FTE. 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.

All vacation will be pro-rated based on FTE and given at the beginning of the fiscal year (July) with the exception of new hired eligible who will be given vacation after their probationary period.

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.

Vacation time shall not be carried forth and accumulated.

All employees who are employed for less than twelve (12) months shall not receive a paid vacation unless so stated in their contract.

Full-time regular classified employees who work nine months a year will be allowed a maximum of two (2) days of personal leave per year (non-cumulative) or pro-rated based on normally scheduled hours (ie: .38 FTE (15 hours/week) = 1 personal day, .53 FTE (21 hours/week) = 1 personal day, .73 FTE (29 hours/week) = 1.5 personal day, to accomplish personal business that cannot be conducted outside the work day. Classified Contract Instructors will receive personal leave based on the master contract. Full-time employees (40 hours/week) twelve month/260-day contract/work agreement (Board Secretary/Business Manager, District Secretary, and Custodial shall receive five (5) days personal leave per year (non-cumulative) and pro-rated based on FTE. This leave may be used for any reason including snow days when offices are closed. Personal leave will be received after probationary period and must be used prior to leave without pay.

The employee must, whenever possible, submit a personal leave request, stating the reason for the leave, two 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.

The following holidays are days off with pay if the holiday falls within one's contract or work year: Labor Day, Thanksgiving, Christmas, New Year's, Memorial Day, July 4, and a floating holiday. Paid holidays apply to the following employee groups: Custodial, Building Secretary, District Secretary, Board Secretary/Business Manager, Liaison Officer, and Tech Coordinator. Paraprofessional, Food Service and Bus Drivers are granted two paid holidays for Thanksgiving and Christmas Day based on their number of weekly contract hours.

Pay for holidays will be based on regular daily hours schedule. Employees working more than 30 hours per week are entitled to full leaves with contractual percent pay.

**Legal Reference:**

Iowa Code §§ *1C; 4.1(34); 20.*

**Cross Reference:**

409.01 Licensed Employee Vacations - Holidays - Personal Leave

601.01 School Calendar

**Approved:** May 13, 2014

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