

**YEARLY VACATIONS AND HOLIDAYS**

Year round employees (260 day employees) are entitled to vacation according to the following:  
All vacations must be approved by the employee's supervisor.

Administration:	20 days
Support Staff:	
1-5 years	10 days
6-10 years	15 days
11 years or more	20 days

Vacation when school is in session are discouraged.  
Under no circumstances shall unused vacations be carried to the next year.

Year round employees are entitled to the following holidays:

New Year's Day  
Civil Right's Day  
President's Day  
Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Recess (2 days)  
Christmas

**Mr. Joseph Fleck, Chairperson**  
**Mr. Nathan Fogg**  
**Mrs. Laurie Howe**  
**Mr. Rodney Cools**  
**Mr. Jason Brown**

**Adopted by the Board: 16 June 2004**