



G-3200

Policy GCD

**PROFESSIONAL / SUPPORT STAFF
VACATIONS AND HOLIDAYS**

Eligibility:

For the purpose of this policy, the following employees are eligible for vacation and paid holidays:

- Support staff personnel who are regularly employed by the District for twenty (20) or more hours per week on a twelve (12) month basis.
- Employees, including administrators, who work on a twelve (12) month basis for at least four (4) hours per day, whose paid vacation shall be accrued, prorated at their respective full-time equivalences.

Accrual:

Vacation is accrued for eligible support staff employees as follows:

- During each of the first three (3) years of employment, the employee will accrue three point one (3.1) hours of vacation per pay period.
- After completing three (3) full years of employment, the employee will accrue four point six (4.6) hours of vacation per pay period.

Length of service shall be calculated from the date the employee was hired by the Governing Board into the twelve (12) month position.

Unless the administrator's written contract specifies otherwise, a District administrator on a twelve (12) month appointment is entitled to twenty-five (25) working days vacation annually. Any unused vacation shall not accrue for more than one (1) year beyond the fiscal year during which it is earned.

Approval of vacation leave:

Prior approval of vacation time by the immediate supervisor, must be obtained by the employee. Requested vacation will be approved on a case-by-case basis and will not be granted if, in the opinion of the supervisor, the request would unduly disrupt the District's operation. All requests are subject to review by the Superintendent.

Vacation for support staff employees may not be taken until actually accrued. Vacation time must be used prior to the end of the fiscal year immediately following the fiscal year in which the vacation time accrues. Any vacation not used within this time shall be forfeited.

Upon termination of employment, an administrator shall be paid for unused vacation at a daily rate computed by dividing two hundred sixty (260) days into the employee's annual salary for the year of accrual. Vacation time actually taken shall be deemed taken first from vacation provided in the current fiscal year, and then from vacation accrued from the previous year.

Holidays:

When July 4, Veterans Day, December 25, or Thanksgiving Day occurs within the school week, the schools shall be closed and the compensation of the teachers shall not be diminished on that account, if they otherwise qualify. The Governing Board may declare a Winter break not to exceed two (2) school weeks, and teachers shall receive compensation during the recess, if they otherwise qualify.

Other holidays will be established by the school calendar.

Paid holidays/recess:

With the approval of official calendars, paid staff holidays/recesses may be declared by the Governing Board each year as follows, taking into account holidays covered under A.R.S. 15-801:

- Certificated employees - not to exceed twenty-two (22) paid holidays/paid recesses.
- Administrative employees (twelve [12] months) - not to exceed fifteen (15) paid holidays.
- Support staff employees (twelve [12] months) - not to exceed fifteen (15) paid holidays.
- Support staff employees (eleven [11] months) - not to exceed fourteen (14) paid holidays.
- Support staff (remaining) - not to exceed fourteen (14) paid holidays.

Additional days may be included in the employee calendar as unpaid or not applicable to certain employee classifications.

Calendar:

Each school year the Governing Board will adopt student, employee, and payroll calendars. The employee calendar will designate each classification's holiday/recess schedule and determine if the holiday/recess is paid, unpaid, or not applicable (to certain employee classifications).

Qualifying for paid holidays/recess:

Paid holiday. When the employee's regular work day falls on an approved holiday for the applicable classification, the employee will be paid for the holiday. In order to receive a paid holiday, the employee must be working or be on paid leave immediately preceding and following a regularly scheduled holiday.

Not applicable holiday. When the employee's regular work day falls on a holiday not approved for the applicable classification, the employee will work the regular schedule.

Paid recess. When the certificated employee's regular work day falls on an approved recess for the applicable classification, the employee will be paid for the recess. In order to receive a paid recess, the employee must be working or be on paid leave immediately preceding and following the paid recess.

Unpaid recess. When the employee's regular work day falls on a recess not approved for the applicable classification, the employee will have the day off but will not be paid for the recess.

An employee cannot elect to defer available short-term leave in order to be on paid status before or after a holiday or recess. Employees will be paid all available short-term leave before being placed on unpaid leave.

Adopted: April 12, 2011

LEGAL REF.: A.R.S. 15-502

15-801

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