

Support Staff Annual Leave and Holidays

Full-time 12-month support personnel who are not covered by a negotiated agreement shall be entitled to annual leave according to the following schedules.

240-Day Employees

Full-time 240-day employees shall be eligible for annual leave as follows:

<u>Service Requirements</u>	<u>Leave Period</u>
1 to 5 years	10 working days
6 to 10 years	15 working days
11 to 15 years	17 working days
16 to 20 years	20 working days

Annual leave must be taken by September 30 of each year and will not accumulate. In addition, these employees will be allowed all holidays indicated on the school district calendar, excluding summer vacation.

260-Day Employees

Full-time 260-day employees shall be eligible for annual leave as follows:

<u>Service Requirements</u>	<u>Leave Period</u>
1 to 5 years	10 working days
6 to 10 years	15 working days
11 to 15 years	17 working days
16 to 20 days	20 working days

Annual leave must be taken by December 31 and will not accumulate. In addition, all full-time 12-month non-management maintenance, mechanics and warehouse workers shall receive twelve paid holidays, including the Fourth of July, per year as indicated on the school district calendar approved by the Board.

Adopted: Prior to 2015
Revised: November 2015
Revised: September 2020

LEGAL REF.: C.R.S. 22-1-112 (*school year-national holidays*)

CONTRACT REF.: AFSCME Union Contract – Article VIII, Workday, Workweek, Overtime, Vacations and Sick Leave; Section 6, Holidays and Section 7, Vacations