

Staff Personnel
400 Series

VACATIONS & HOLIDAYS
Code No. 409.1

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

Full-time regular non-certified employees are entitled to two week's vacation with pay each year for the first through tenth year of full-time employment, three week's vacation for the eleventh through twentieth year of employment and four weeks for every year of employment after the twentieth year.

The Superintendent of Schools shall establish a vacation schedule for all non-certified employees of the district.

Vacation time may not accrue from one year to the next and except in cases of emergency, employees may not be employed for extra wages during vacation periods. Vacation time for the previous year must be used prior to October 1st.

The vacation may be taken during the school year provided the vacation will not disrupt the operation of the school district. The employee must submit a vacation request to the superintendent, who will determine whether the request will disrupt the operation of the school district. In the case of the superintendent's request, the board will make the determination.

Classified personnel may be granted the following paid holidays. Employee employment period must include the work day preceding the work day following this paid holiday to be eligible. Less than full-time personnel shall receive a proportional amount for paid holidays.

12 month Contract (32 1/2 to 40 + hours per week or 6 1/2 to 8 hour days) receive the following eight (8) paid holidays:

New Year's	Labor Day
Good Friday	Thanksgiving
Memorial Day	Christmas (2days)
July 4th	

9 1/2 to 11 month Contract (32 1/2 to 40 hours per week or 6/12 to 8 hour days) receive the following six (6) or (7*) paid holidays:

New Year's
Good Friday
*Memorial Day (Memorial Day is a holiday when school is in session beyond Memorial Day)
Labor Day
Thanksgiving
Christmas (2 days)

9 month Contract (25 to 30 hours per week or 5 to 6 hour days) receive the following five (5) paid holidays:

New Year's
Good Friday
Labor Day
Thanksgiving
Christmas (1 day)

9 month Contract (less than 25 hours per week) receive the following three (3) paid holidays:

New Year's
Thanksgiving
Christmas (1 day)

Employees who work during the school academic year, whether full-time or part-time, will have time off in **concert** with the school calendar.

It is the responsibility of the superintendent to make a recommendation to the board annually on vacations and holidays for employees.

Legal Reference: Iowa Code §§ 1C; 4.1(34); 20

Cross Reference:
601.1 - School Calendar

Adopted: 07/12/1998

Revised: 06/21/2021

Reviewed: 11/16/2020