

Support Staff Vacations & Holidays

GDBE

Office personnel, custodians, and maintenance personnel who work an eleven month year, will be entitled to an annual vacation with pay. Vacation time is earned at the rate of one (1) day per month worked, plus two (2) additional days for each five years of district service that qualifies for vacation leave up to twenty (20) years, not to exceed twenty (20) days annually. The additional two (2) days of leave shall be earned on July 1 of the 6th, 11th, 16th and 21st years of employment, respectively. Employees shall be eligible to use vacation time earned following the sixth month of employment.

While on vacation leave, employees shall be paid at their current rate of pay. Employees shall be allowed to accumulate no more than twenty (20) days of vacation leave.

Upon being separated from employment with the district, employees shall be paid for their vacation leave at their current salary rate at the time of their separation up to the maximum of twenty (20) days.

Paid holidays for support staff employed for at least 11 months annually shall include the following holidays:

Independence Day	Christmas Day
Labor Day	New Year's Day
Thanksgiving Day	Friday after Thanksgiving Day
Good Friday	Monday after Easter
December 24th	Memorial Day

Should the listed holidays fall on weekend days, either the preceding Friday or the following Monday shall be used for that holiday.

Adopted: April 14, 1993
Effective: July 1, 1993
Revised: April 16, 2018