

STAFF VACATIONS AND HOLIDAYS

Vacations

Support personnel of Tonkawa School District employed on a twelve-month basis shall receive credit for ten days of paid vacation per year, accrued at a rate of one day per month after the first two months of employment.

1. Employees with thirty years of service at Tonkawa School District will be granted three weeks paid vacation.
2. At the discretion of the superintendent, five earned vacation days may be taken one day at a time during the school year.
3. Vacation time cannot be accumulated or carried over from one school year to the next.
4. Vacation days will be scheduled at the discretion of the superintendent.
5. Those twelve-month employees who were not employed for a full year will have their vacation time pro-rated.

Holidays

Full-time support employees are entitled to time off with pay for holidays that are observed by the school district as specified by contract. Designated holidays are

New Year's Day
Memorial Day (Last Monday in May)
Fourth of July
Labor Day (First Monday in September)
Thanksgiving
Christmas
Good Friday

The board reserves the right to add other holidays it deems appropriate.