

## **PAID LEAVE, VACATIONS, AND HOLIDAYS**

### **Paid Leave**

1. Sick Leave – The number of sick leave days per year and accumulated sick leave will be reviewed annually for all categories of support staff. Personal business days may be used from available sick leave days. The number of personal business days available per year will be reviewed annually for all categories of support staff. Personal business days must be approved by the Superintendent prior to their use.

2. Death in family leave – All employees are granted up to five (5) workday's absence in the event of death in the immediate family. Leave time may commence the day of or day after notice of family death and allowed leave time may be divided between two intervals, but all leave must be taken within six (6) months of the notice of death. Immediate family shall mean husband, wife, mother, father, step-parents, brother, sister, son daughter, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparents, grandchild, stepchild or other dependent residing in the employee's home.

In the case of the death of an aunt, uncle, nephew, niece, cousin, grandparents of a spouse, each employee shall be entitled to be absent up to two- (2) consecutive workday's without loss of compensation for attendance at the funeral.

### **Vacations**

All twelve-month employees are entitled to one- (1) week paid vacation after one year of employment, two- (2) weeks paid vacation after two years employment, and three- (3) weeks paid vacation after ten years employment. Custodians must schedule their vacations when school is not in session.

### **Holidays**

All twelve-month employees are entitled to the following paid holidays – New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.

Adopted:

Revised: August 3, 2010