

## **PROFESSIONAL STAFF VACATIONS AND HOLIDAYS**

### **Administrative Employee Vacations**

Vacation time shall be granted to full-time administrative employees. For the purpose of this policy, a full-time employee is defined as a person who is employed for thirty (30) hours or more per week for a twelve (12) month period.

Days earned shall be determined by the Governing Board. Normally, twenty (20) days of vacation time on a prorated basis of one point sixty-seven (1.67) days per month of employment shall be granted.

Vacation time normally shall be used during the year in which it is earned. An employee may carry forward half the number of vacation days earned in a given year as a beginning balance for the next year. Vacation days earned that cannot be carried forward will be transferred to accumulated sick leave.

Accumulated vacation pay will be limited to thirty (30) days. Payment for unused days will be based on the employee's pay rate per day.

Vacation time may be taken at the discretion of the employee, with approval by the Superintendent. Requests for vacation shall be provided to the supervisor in writing at least seven (7) working days in advance of the time the leave is requested.

In cases of termination during the year of service, all vacation time will be prorated. Payment for unused vacation time will be based on the employee's daily pay rate at the time it was earned.

### **Administrative Employee Holidays**

Twelve (12) month administrative employees who work more than thirty (30) hours per week shall be granted sixteen (16) paid holidays each year. Holiday pay shall be paid at the employee's hourly rate times the number of hours worked per day if an employee does not work a full day. For employees who work less than twelve (12) months or less than thirty (30) hours per week, the Superintendent shall establish a holiday schedule.

**Non-Administrative Employee  
Holidays**

When July 4, Veterans Day, December 25, or Thanksgiving Day occurs within the school week, the schools shall be closed and the compensation of the teachers shall not be diminished on that account. The Governing Board may declare a recess during the Christmas holiday season not to exceed two (2) school weeks, and teachers shall receive compensation during the recess.

Other holidays will be established by the school calendar.

*Adopted:* July 12, 2011

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