

SUPPORT STAFF VACATIONS AND HOLIDAYS

Code **GDD** Issued **12/01**

Purpose: To establish the basic structure for support staff vacations and holidays.

School-year personnel

The school calendar, as adopted by the board, establishes the school recess periods and holidays for instructional staff members employed on a school-year basis.

Administrators and year-round personnel

Regular full-time administrators employed on a full-year basis (52 weeks) and year-round personnel will receive vacations and holidays as follows.

Vacations

- All center employees who are 12-month employees accrue leave at the rate of 5/6th day per month for a total of 10 days per year.
- Employees must obtain the prior approval of their supervisors before using accrued leave.
- *Note: See policy GCC/GDC for reimbursement for unused leave.*

Holidays

New Year's Day (January 1)

Martin Luther King Day

Independence Day (July 4)

Labor Day

General Election Day (even-numbered years) (1st Tuesday in November)

Thanksgiving Day (4th Thursday in November)

Christmas (2 days) (December 24th & 25th)

Administrative personnel and office level personnel who are 12-month employees will observe the school calendar holidays.

Adopted 12/18/01