

Classified Staff Vacations and Holidays

Vacations

Employees who work 236 or more days per year are eligible for 10 vacation days after one full year of service with vacation days pro-rated for employees having worked less than one full year prior to July 1. Vacations shall be approved by the superintendent or designee.

Employees who work 236 or more days per year are eligible for 15 vacation days after 10 full years of service (a full year consisting of July 1 – June 30 employment). Vacations shall be approved by the superintendent or designee.

Generally, vacation days accumulated during the year must be used before September 30 that year. Earned vacation time is calculated for the period July 1 through June 30. Vacation leave is allocated at the start of the fiscal year; however, it is earned or accrued over the course of the fiscal year. Employees who are eligible for annual vacation days leave who resign or retire shall be paid at their daily rate for any remaining accrued vacation time only.

Employees are eligible for vacation time based on work days. Work days for employees are defined as designated days in accordance with the district master calendar and indicated on their individual work schedules.

Holidays

Holidays are scheduled non-work days for employees and shall be as follows:

Holidays shall be observed on the day or date indicated below. If a holiday falls on a Saturday or Sunday, the observed date will be determined by the superintendent and will typically be on the day preceding or the day following the holiday.

- Independence Day
- Labor Day
- Thanksgiving Day
- The Friday following Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day

The following days are considered paid holidays for classified staff with work schedules of 236 days but less than 249 days:

- Independence Day
- Labor Day
- Martin Luther King Day

- Presidents' Day
- Memorial Day

The following days are considered paid holidays for classified staff with work schedules of 249 days or more:

- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day

Adopted by the superintendent: December 20, 2010

Revised by the superintendent: March 13, 2013

Revised by the superintendent: May 8, 2013

Revised and recoded by the superintendent: July 17, 2019

Revised: May 25, 2022

LEGAL REF.: C.R.S. 22-1-112 (*school year-national holidays*)

CROSS REFS.:

Board policies:

EL-12, Staff Treatment

EL-13, Staff Compensation

Administrative policy:

GBDA, Board-Staff Meet and Confer

Weld County School District Re-3J, Hudson, Colorado