

## CLASSIFIED STAFF VACATIONS AND HOLIDAYS

### Vacations

Those employed for 11 or 12 months will receive vacation with pay in compliance with state law or the negotiated agreement.

The Assistant Superintendent will give final approval of vacation schedules for classified staff. It will be his/her responsibility to see that vacations are scheduled so that the least interference with the operation of the schools results.

### Holidays

Holidays and holiday procedures are to be spelled out in the current negotiated agreements and as prescribed by state law. Employees are eligible for paid holidays only if they work the day before and the day after the holiday.

Because various classifications of personnel are scheduled to work a different number of months during the calendar year, the Assistant Superintendent will inform all employees of the specific holidays to which their particular job classification is entitled.

[Adoption date: September 25, 1995]

LEGAL REFS.: ORC 1.14  
121.161  
3319.084; 3319.086; 3319.087

CONTRACT REF.: Classified Staff Negotiated Agreement