



**Section:** CLASSIFIED EMPLOYEES  
**Title:** VACATION AND HOLIDAYS  
**Adopted:** February 20, 1996  
**Revised:** August 21, 2007

<b>524. VACATION AND HOLIDAYS</b>	
<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p>	<p>Classified personnel employed to work twelve months and considered full time shall be provided paid vacation in accordance with this policy.</p> <p>Vacations for classified employees are provided in accordance with these guidelines, consistent with the employee's interest and convenience while considering the operating needs of the district.</p> <p>All 12 month classified personnel shall receive vacation as defined in the Collective Bargaining Agreement.</p> <p>Vacations may be taken at the discretion of the individual pending Supervisor approval based on school needs.</p> <p>The Joint Operating Committee establishes provisions for holidays through the approval of the annual calendar. Holidays falling within the employee's vacation period do not count as vacation time.</p>