

Policy

VACATION & HOLIDAYS

Code GBRK Issued 12/15/21

A 12-month employee will be granted 10 days of vacation from initial employment through the fifth year of continuous employment and 15 days of vacation upon completion of the fifth year. The dates of vacation days shall be approved by the employee's supervisor.

Unused vacation days in excess of five will be lost. The five days carried forward will be lost if they are not used within 12 months of accrual. Three additional unused vacation days may be carried forward with supervisor's approval and provided the days are used prior to July 31 of that year.

Vacation days will be in addition to holidays scheduled on the school calendar.

Employees will receive holidays annually:

- New Year,
- Martin Luther King Jr. Day
- Spring Break,
- Independence Day,
- Labor Day,
- Thanksgiving,
- Winter Break and
- General Election Day.

Adopted 12/10/19; Revised 12/14/21
