

PERSONNEL SERVICES

Policy 4330

Absences, Leave and Vacation

Holidays and Vacation

The Board will annually adopt a calendar that will provide for the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Christmas

Staff members will not receive additional compensation for holidays unless they are required to work on such holidays.

Administrators employed on a twelve (12) month contract shall have vacation as provided in their individual contracts. Vacation shall be scheduled in compliance with the Superintendent's guidelines and is subject to Superintendent's approval.

After completion of the first full fiscal year of employment, twelve-month, full-time support staff members are eligible for two weeks of paid vacation. After completion of the first three full fiscal years of employment, twelve-month, full time support staff members are eligible for three weeks of paid vacation. Support staff hired during the school year will have vacation time prorated. All vacation time will be awarded on July 1st of the next year.

Adopted: April 17, 2012

Knox County R-I School District, Edina, Missouri