

SUPPORT STAFF VACATIONS AND HOLIDAYS

Code **GDD** Issued **8/11**

Purpose: To establish the basic structure for support staff vacations and holidays.

Twelve-month employees

The district will grant 12-month employees two weeks of vacation leave annually. A 12-month employee is one who works 240 or more days from July 1 through June 30 annually.

The employee must request the annual (vacation) leave on the appropriate form and submit it to his/her supervisor for approval in advance.

Annual (vacation) leave must be used during the summertime when regular school is not in session unless otherwise approved by the superintendent. The superintendent will develop appropriate guidelines and forms for annual (vacation) leave.

Annual (vacation) leave cannot accrue for use beyond the annual deadline set by the superintendent's guidelines. However, annual (vacation) leave not used can be accrued for use by a retiring 12-month employee in calculating retirement benefits subject to existing South Carolina retirement guidelines.

Twelve-month employees will have the following one to two legal holidays as paid within their 12-month contract.

- July 4
- November general election day

Twelve-month employees will have the following days off as non-paid days.

- Labor Day
- Thanksgiving holidays
- Christmas holidays
- Martin L. King Day
- Easter holidays
- Memorial Day

The superintendent has the authority to adjust the annual (vacation) leave policy due to extenuating circumstances or school calendar conflicts.

Adopted 10/9/01; Revised 3/8/05, 8/9/11