

Dell Rapids School District #49-3

Policies and Regulations Code: G – Personnel



GD BE – FULL TIME CLASSIFIED STAFF VACATIONS AND HOLIDAYS

Vacations

All classified staff members employed as building secretaries or in positions scheduled for 40 hours per week on a 12-month basis will be entitled to an annual vacation in accordance with the classified staff handbook.

The scheduling of vacations, with the approval of the superintendent, will take into account service requirements of the school system. Vacation for the preceding calendar year must be used by December 31 of the current calendar year.

Vacation will be earned, but may not be used, during the first six months of employment. If, before receiving the vacation to which entitled, a classified employee is laid off, has resigned, retired, or been dismissed (except for reason of misconduct) the employee will be paid in lieu of vacation; provided, however, that in the cases of termination of an employee with less than one year of service, no vacation pay allowances will be made.

Employees on extended unpaid (non-FMLA) leave will not earn vacation during their leave of absence.

Holidays

The following days, when falling on a weekday, will be considered paid holidays for all classified staff members employed in positions scheduled for 40 hours per week on a 12-month basis: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, and Christmas Day.

Should a full-time classified employee be required to work on a paid holiday, he/she will be given another day as a paid holiday to replace the holiday missed.

Employees on extended unpaid (non-FMLA) leave will not receive holiday pay during their leave of absence.

LEGAL REFS.:

ADOPTED: 04-1988
AMENDED: 10-2008
AMENDED: 05-2012
REVISED: 06-28-2017