

# Decatur County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Vacations and Holidays</b>	Descriptor Code: <b>5.310</b>	Issued Date: <b>07/13/17</b>
		Rescinds: <b>5.310</b>	Issued: <b>11/13/97</b>

## HOLIDAYS

The following holidays are pay established for employees of the district. Depending on the length of an employee's contract, paid holidays are as follows:

New Year's Day  
Martin Luther King, Jr.'s Birthday  
President's Day  
Good Friday  
Memorial Day (11 and 12 month employees only)  
Independence Day (12 month employees only)  
Labor Day  
Columbus Day  
Thanksgiving, and the day following Thanksgiving  
Christmas Eve  
Christmas Day

Permanent part-time employees (10 month and summer only) shall be granted holidays with pay as noted above when the holiday falls within the term of employment.

Equivalent days, as approved by the director of schools, may be taken when these days fall on weekends or when school is in session.

## VACATIONS

School personnel who are employed on a twelve month basis shall be eligible for a one-week vacation with pay after one full year of employment. A two-week vacation with pay shall be provided at the completion of two full years of employment and thereafter. The director of schools shall approve the time of the vacation. Vacation time is not cumulative. Vacation will not be reimbursed upon termination of employment. Personnel employed for less than twelve months are not eligible for vacation with pay.

Employees who regularly work less than a full day shall receive vacation or holiday pay equal to the usual daily rate of pay.