

CLASSIFIED EMPLOYEE VACATIONS - HOLIDAYS - PERSONAL BUSINESS LEAVE

The board shall determine the amount of vacation, holidays and personal business leave that will be allowed on an annual basis for classified employees.

Classified twelve month employees will receive 5 days of vacation the first year and 10 days annually the second through the 10th year. Classified twelve month employees who have worked 10 continuous years will receive 15 days of vacation each year. Classified employees who leave prior to the end of their contract will receive their pro rata share of vacation for the year.

The vacation may be taken any time during the year when the vacation will not disrupt the school district operations. The employee must submit a vacation request to the superintendent, who shall be responsible for determining whether the request will disrupt the school district operation.

Full-time regular classified employees will be allowed a maximum of 2 days of personal business leave to accomplish personal business that cannot be conducted outside the work day. The employee must submit a personal leave request, stating the reason for the leave, 5 days prior to the leave day. This leave may be denied if it falls on the day before or the day after a holiday or vacation, it falls on a special day when services would be necessary, it would cause undue interruption to the education program or to a program demanding the employee's services to the department, or other reasons deemed relevant by the superintendent. Personal business leave shall not be used for recreational purposes, vacation, seeking other employment or business that can be handled outside regular school hours. It shall be within the discretion of the superintendent to grant personal leave.

Classified employees who work twelve months a year will be allowed ten paid holidays. The six holidays shall be New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day and Christmas Day. Employees will also get one extra day at Christmas, one extra day for New Year's Day, the Friday following Thanksgiving and the Friday of Spring Break.

Classified employees will be paid only for the hours they would have been scheduled for the day. Vacation shall not be accrued from year to year without a prior arrangement with the superintendent.

Legal Reference: Iowa Code §§ 1C.1-.2; 4.1(34); 20.9 (1995).

Cross Reference: 409.1 Licensed Employee Vacations - Holidays -Personal Leave
601.1 School Calendar

Approved: Feb. 10, 1997
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