

Sick Days, Vacation, Holidays and Leaves**Sick Leave**

Full-time secretaries, bookkeepers and custodians employed on a twelve-month basis shall be allowed eleven (11) days of sick leave per year with unlimited accumulation. **Full time secretaries, bookkeepers, and custodians with twenty (20) or more years of service will be allowed to accumulate sick days at the rate of fourteen (14) days per year.** Full-time secretaries employed on an eleven-month basis shall be allowed ten (10) days of sick leave per year with unlimited accumulation. All sick leave is defined as personal illness or serious illness in the immediate family or member of the household---parents, spouse, brothers, sisters, children, grandchildren, grandparents, parents-in-law, brothers-in-law, sisters-in-law and legal guardians. Part-time salaried or hourly classified employees shall have their sick leave allowance prorated.

Personal Leave

Classified personnel shall be allowed two (2) days or four (4) half-days to be used as personal leave for personal business which cannot be conducted other than during school hours. Any personal day not used shall convert to two sick leave days for the following year.

Bereavement Leave

Full-time salaried, classified employees shall be allowed three days bereavement leave (non-accruable) for death in the immediate family or household (defined above). If absence extends beyond three days, it shall be counted as sick leave.

Vacations/Holidays - Secretaries & Business Office Personnel (Classified)

The work period for building secretaries shall be 46 weeks. Time off will be one week during Christmas vacation, one week during spring vacation and four weeks during the month of July.

The work period for administrative secretaries and the business office personnel shall be 52 weeks with five weeks of vacation as approved by the superintendent.

Holidays for all of the above shall be all legal holidays as established by the school calendar annually adopted by the Board of Education.

Vacations/Holidays - Custodians

Ten days of paid vacation shall be allowed after one year of employment (the year being a fiscal year from July 1 to June 30). If a full year has not been completed, a prorated vacation may be allowed at the discretion of the superintendent. Fifteen days of paid vacation shall be allowed after being employed for ten (10) fiscal year periods.

Holidays shall be all legal holidays as established by the school calendar annually adopted by the Board of Education.