

SUPPORT STAFF VACATIONS AND HOLIDAYS

Vacation

All regular twelve (12) month support staff employees shall accumulate annual vacation leave with pay as listed below:

- Support staff administrators receive twenty (20) days for each fiscal year.
- Nonadministrative support staff personnel receive annual vacation leave, depending upon years of service, as follows:

| <u>Years of service</u> | <u>Annual vacation leave</u> |
|----------------------------|------------------------------|
| One (1) through three (3) | One (1) week |
| Four (4) through six (6) | Two (2) weeks |
| Seven (7) through nine (9) | Three (3) weeks |
| Ten (10) years and beyond | Four (4) weeks |

Holidays

Employees shall be entitled to all legal holidays during the school year as announced by the Superintendent and in conformance with Arizona Revised Statutes. Other holidays will be established by the school calendar.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 1-301
15-502
15-801
38-608