

SUPPORT STAFF VACATIONS AND HOLIDAYS

Holidays

The school calendar, as adopted by the board, establishes holidays and school recess periods for the employees who work on teacher and/or student days.

Employees who work on a twelve (12) month basis will be granted paid holidays on all legal holidays and such other holidays as designated by the board. They will also be expected to report to work during school recess periods unless days during these periods are considered official and designated as paid holidays by the board.

To qualify for holiday pay, the employee must be at work on the day before and the day following the holiday, unless his absence is approved on the basis of current leave policies.

Vacations

Vacation time will be computed as of July 1 of each year. Ten (10) working days of vacation time will be granted for twelve (12) months of continuous full time service. Vacation time will not be cumulative.

After ten (10) years of continuous service, support employees will receive fifteen (15) days of vacation.

Support staff employees will be given a reasonable and practical choice of vacation periods. Those with the greater seniority will be given preference.

LEGAL REF.: SDCL 1-5-1