

CLASSIFIED EMPLOYEES VACATIONS – HOLIDAYS – PERSONAL LEAVE

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

Vacations

Full-time annual classified employees who have served 90 days or more are entitled to vacation with pay. (See Schedule) 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 school 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.

90 days to 2 years	5 days
2 years	10 days
5 years	12 days
10 years	15 days
12 years	16 days
14 years	17 days
16 years	18 days
18 years	19 days
20 years	20 days
21 years	21 days
22 years	22 days
23 years	23 days
24 years	24 days
25 years and over	25 days

Full time annual classified employees will be paid 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.

Personal Leave

Classified employees will get three (3) personal days of leave with pay shall be granted by the superintendent upon request by the employee at least three (3) days prior to the date leave shall take place. Exceptions may be approved by the superintendent. Classified employees who start during the school year will have these days pro-rata. Personal leave may be carried over to the following year and allowed to accumulate to a maximum of four (4) days.

After ten (10) years of service, four (4) personal days of leave with pay shall be granted by the Superintendent upon request by the employee at least three (3) days prior to the date leave shall take place. Exceptions may be approved by the superintendent. Personal leave may be carried over to the following year and allowed to accumulate to a maximum of five (5) days.

The following restrictions will apply:

1. Leave shall not be used to extend holidays.
2. Leave shall not be used the first or last week of school.
3. Leave shall not be granted for more than three (3) classified employees per day (First request – first served)
4. Length of leave minimum of one-half (1/2) day.

The Highland School District will buy back these days for \$25 for each unused personal day. The days paid back cannot be used as accumulated days.

Holidays

Full-time annual classified employees are entitled to the following paid holidays. No employee shall be required to perform duties on any holiday. Holidays falling on the weekend will be taken on Friday or Monday. Classified employees, whether full-time or part-time, shall have time off in concert with the school calendar.

Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day
Two days during winter vacation
New Year's Day
President's Day
Good Friday
Monday after Easter
Memorial Day

It shall be the responsibility of the superintendent to make a recommendation to the board annually on vacation and personal leave for classified employees.

Early Dismissal/Late Start

Classified employees will have the opportunity to make up time for a late start/early dismissal within five (5) working days from when the event occurred. The classified employee and building principal will arrange that time together.

LEGAL REF.: Iowa Code 1C.1-.2; 4.1(34); 20.9

CROSS REF.: 409.1 Vacations – Holidays – Personal Leave
601.1 School Calendar

Approved **February 10, 1992**

Reviewed **December 2016**

Revised **July 10, 1995**

August 19, 2001

August 18, 2003

June 12, 2006

January 14, 2013

February 8, 2021

July 12, 2021