

Approved 01-09-20  
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Reviewed 01-02-20

Revised

Code No. 409.1  
Option II

### CLASSIFIED EMPLOYEE VACATION - HOLIDAYS - PERSONAL LEAVE

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

Vacation for full-time regular classified employees who work \_\_\_\_\_ days a year, unless the employee's individual contract indicates otherwise, will be \_\_\_\_\_ days.

The vacation may be taken during the school year provided the vacation will not disrupt the operation of the school district. The employee must submit a vacation request to the superintendent, who will determine whether the request will disrupt the operation of the school district. In the case of the superintendent's request, the board will make the determination.

Full-time regular classified employees who work \_\_\_\_\_ days a year will be allowed a maximum of \_\_\_\_\_ days of personal leave to accomplish personal business that cannot be conducted outside the work day. It is within the discretion of the superintendent to grant personal leave. Application for personal leave must be made at least \_\_\_\_\_ school days prior to the requested leave date.

Regular full-time classified employees who work \_\_\_\_\_ days a year will be allowed \_\_\_\_\_ holidays per year. It is within

Classified employees who work during the school academic year, whether full-time or part-time, will have time off in concert with the school calendar. In addition, such employees may have \_\_\_\_\_ personal leave day to accomplish personal business that cannot be conducted outside the work day. It is within the discretion of the superintendent to grant personal leave.

It is the responsibility of the superintendent to make a recommendation to the board annually on vacations, holidays, and personal leave for licensed employees.

*[The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding the vacations, holidays and personal leave of such employees is followed.]*

Legal Reference: Iowa Code §§ 1C.1-.2; 4.1(34); 20.9 (2011).

Cross Reference: 414.1 Classified Employee Vacations - Holidays - Personal Leave  
601.1 School Calendar

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