
CLASSIFIED EMPLOYEE VACATIONS - HOLIDAYS - BUSINESS LEAVE

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

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 his/her immediate supervisor who will be responsible for determining whether the request will disrupt the school district operation.

Business Leave: Full-time regular classified employees who work twelve months a year will be allowed a maximum of two days of business leave to accomplish personal business that cannot be conducted outside the work day. Except in the case of an emergency situation, application shall be made in writing at least three (3) school days prior to the requested leave date and must be submitted to the office of the Superintendent for approval. Should an emergency situation occur where it would not be possible to make application for prior approval, the necessity of securing prior approval shall be waived. However, the affected employee shall be expected to notify his/her principal, or the principals designee, of such an emergency. It is understood that when the situation occurs, the employee shall be required to make formal application for approval upon the day of return from such leave. The day immediately preceding or immediately following a legal holiday or school recess or the first or last week of school shall not be recognized as a personal leave day. Those employees whose religious affiliation requires that the employee observe and attend recognized holidays within said religion may use personal leave days for that purpose and said employee shall not have the cost of the substitute deducted.

Vacations: All regular full-time twelve (12) month employees will be given vacations as provided herein. Such employees shall be granted an annual paid vacation on their anniversary date of full-time employment. Employees entitled to a paid vacation will be paid on the basis of their regular straight time rate for forty (40) hours for each week. The following schedule of vacation periods shall apply: one year but less than five = two weeks; five years but less than ten = three weeks; ten years and over = four weeks. Vacation bids will be honored and scheduled according to seniority. The scheduling of vacation for employees shall be made by the employer. Employees who have earned vacations cannot postpone or defer a vacation from one year the next. No employee shall be paid vacation in lieu of taking a vacation. Employees may not take more than two consecutive weeks of vacation at any one time. The employer reserves the right to limit the number of employees on vacation at the same time. Employees desiring a longer vacation than two weeks may make application to the Superintendent of Schools. The Superintendent of Schools will consider such requests on a case by case basis. Employees who resign with two weeks prior notice shall be compensated for earned vacation.

Holidays: Employees who have completed 90 days of employment are eligible for the following paid holidays:

Regular twelve month full-time employees: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Day, Either the day before or day after Christmas Day as designated by the Superintendent, New Years Eve Day. All other regular full-time employees: New Years Day, Memorial Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Day. Regular part-time employees: Thanksgiving Day, Christmas Day.

Employees will be paid their regular rate of pay for the number of hours the employee is regularly assigned. To be eligible for holiday pay, the employee must meet the conditions that day, and the employee must work all of the regular hours on the work day preceding and on the work day following the holiday, unless on approved paid leave. Any employee on an unpaid leave of absence or layoff is not eligible for holiday pay.

Employees who work on a holiday shall be paid their holiday pay plus their regular rate of pay for the hours actually worked. Part-time employees shall not be required to perform duties on any of the holidays.

Classified employees will be paid only for the hours they would have been scheduled for the day. Vacation will not be accrued from year to year without prior arrangement with the Superintendent.

Legal Reference: Iowa Code 1C; 4.1(34); 20.

Saydel Community School District

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