

Custodian Holidays and Vacation Days

Custodians who are employed by Big Sandy School District under a full-time employment contract shall receive vacation days. All custodians who resign or whose employment is terminated shall receive the paid vacation to which they are entitled as soon as possible.

Ten vacation days per approval by supervisor shall be granted.
Prior approval of the Superintendent is necessary.
Vacation days do not accumulate.

There are ten paid holidays throughout the year as follows:

- Labor Day
- Thanksgiving (2)
- Christmas (2)
- New Year's (2)
- Memorial Day
- Fourth of July
- Discretionary Holiday

- Thanksgiving and day following (2 days)
- Christmas Day and either the day prior to or day following (2 days)
- New Year's Day and day prior (2 days)
- One discretionary day taken if no sub is needed. (Agreed on by the superintendent and employee prior to taking the day. Approval will not be allowed otherwise.)

Full-time custodians:

- 1-5 years of experience, 1 week of paid vacation
- 6-14 years of experience, 2 weeks of paid vacation
- 15+ years of experience, 3 weeks of paid vacation

From time to time in a service related industry, employees are required to work on a holiday. If this happens to be the case, the custodian will be allowed to use that day as a "floating holiday" for another vacation day to be used at your discretion (with supervisor approval) or you will be paid time and a half for the holiday worked which ever way preferred.

New employees whose term of service is less than one full year shall be entitled to paid vacation in the ratio that their length of service bears to a full year. Employees

shall be encouraged to take accumulated vacation during the summer months to convenience the district.

Legal REFS: C.R. S. 22-1-112 (school year-national holidays)

Adopted: October 17, 2007

Revised and recoded: May 18, 2011

Revised: August 2016