

Emery County School District



Policy: GDD—Support Staff Vacations & Holidays

Date Adopted: 17 August 1988
Current Review / Revision: 11 April 2018

It is the intent of the Emery School District to allow employees to use the holidays and vacation days granted to them.

Vacation Leave

All full-time support personnel employed on a year-round basis shall receive annual vacation leave, with full pay, in accordance with the following provisions:

- Staff with qualifying service of less than 10 completed years, as of July 1st, will receive 10 days of vacation leave.
- Staff with qualifying service of 10-14 completed years, as of July 1st, will receive 15 days of vacation leave.
- Staff with qualifying service of 15 completed years, as of July 1st, will receive 20 days of vacation leave.

Qualifying service is defined as any year of benefited employment with ECSD.

Annual vacation leave is proactively credited to the employee's leave on July 1st, applicable to the upcoming year of service. The leave is proactively provided on the assumption that the employee will work the full annual employment period. In the event of a mid-year retirement or other separation of service, annual vacation leave shall be adjusted, on a prorated basis, by the percentage of the annual employment period for which the individual was actively employed. For a mid-year hire, vacation days are prorated for the first year.

Up to ten (10) days of unused vacation leave, accrued as of the end of the employee's annual employment period (June 30th), may be carried forward for a period not to exceed 6 months (until December 31st). All vacation leave carried forward must be used during this 6-month time period, or be forfeited.

An employee with 15 or more consecutive years of service in the Emery County School District, who has reached eligibility for State pension retirement benefits, and elects to retire, shall be paid by the District the current licensed teacher substitute pay for each day of unused vacation leave credited to the employee's account upon retirement. Vacation leave payouts shall be made to the employee through the District-sponsored Prime Choice plan.

Each employee, with prior approval from their immediate supervisor, will schedule vacation leave taking into account the service requirements of the school system. Vacations will be allowed at any time of the year provided they do not cause undue hardship on the operation of the District or schools.

Except as vacation days and/or personal leave have been scheduled, all personnel employed on a year-round basis are expected to work during the recess periods of the school year.

Holiday Leave

Ten paid holidays for regular staff during the school year are established when the Board adopts the school calendar and will include the following:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Pioneer Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Christmas Eve Day
- One Floating Day (Used on Martin Luther King Jr. Day, during Spring Break, or around Thanksgiving)