

## STAFF VACATIONS AND HOLIDAYS

### HOLIDAYS

In general, the school calendar for the Augusta Public Schools, as adopted by the board, shall establish holidays and school recess periods for employees who work on teacher and/or student days.

Full-time calendar (12-month) year employees shall receive a holiday at their regular rate of pay on all legal holidays and such other days that may be declared holidays by the board for the entire school system.

### VACATION

Annual vacation for full-time calendar year (12-month) employees not covered by a collective bargaining agreement, or otherwise negotiated in a contract, shall be as follows:

1. Vacation will accrue monthly, and may be expressed in hours per day period.
2. If a holiday occurs during an employee's vacation period, the employee shall not be charged vacation time for the holiday.
3. Vacation time will be utilized in increments of no less than 2 hours (1/4 day).
4. Non-union hourly employees shall, each year, accrue and minimally utilize vacation time in accordance with the following table:

<u>Years of service</u>	<u>Vacation accrual</u>	<u>Minimum to be used</u>
0 to 3 years	2 weeks (10 days)	1 week (5 days)
4 to 10 years	3 weeks (15 days)	2 weeks (10 days)
11 to 16 years	4 weeks (20 days)	2 weeks (10 days)
17 years +	5 weeks (25 days)	3 weeks (15 days)

5. Non-union salary employees, unless specified otherwise in a written negotiated employment agreement, shall, each year, accrue vacation time as follows:

<u>Years of service</u>	<u>Vacation accrual</u>
0 to 4 years	3 weeks (15 days)
5 to 14 years	4 weeks (20 days)
15 years +	5 weeks (25 days)

6. All employees are subject to a maximum annual carryover of 50 vacation days (or 400 hours). (Employees with accruals over this cap on the date of this policy's adoption, will be allowed to carry over no more than the amount of time accrued as of the date of its adoption).

Adopted: 3/75

Amended: 2/10/86; 3/10/99; 8/9/00

LEGAL REF.: M.R.S.A. 20:801

CROSS REF.: GDJ, Support Staff Time Schedule

Department of Public Schools, Augusta, Maine