

## 30.0 VACATIONS

30.1 Earned vacation time is calculated for the period July 1 through June 30.

30.2 Employees are eligible for vacation time based on work days. Work days for employees are defined as designated days in accordance with the district master calendar and indicated on their individual work schedules.

30.2.1 234 or more work day employees are eligible for ten (10) vacation days after one full year of service with vacation days pro-rated for employees having worked less than one full year prior to July 1. Times for vacations will be approved by the Superintendent of Schools or designee.

30.2.2 234 or more work day employees are eligible for fifteen (15) vacation days after ten full years of service (a full year consisting of July 1 – June 30 employment). Times for vacations will be approved by the Superintendent of Schools or designee.

30.3 Generally, vacation days accumulated during a contract year must be used before September 30, of that year.

30.4 Employees who are eligible for annual vacation days who resign or retire shall be paid at their daily rate for accrued vacation time.

Revised: March 13, 2013

Revised May 8, 2013

LEGAL REFS.: C.R.S. 8-13.3-101 et seq. (leave for parental involvement in academic activities)  
C.R.S. 22-1-112 (school year-national holiday's)