

NOTE: Colorado school districts are not required by law to adopt a policy on this subject. The district should consult with its own legal counsel to determine appropriate language that meets local circumstances and needs.

Professional Staff Vacations and Holidays

All Full-time **12 month employees** ~~licensed personnel (those working at least ____ days per contract year)~~ shall be entitled to annual vacation leave of **8** working days per year ~~after the employee has completed a full year of employment in the district.~~

~~Generally, Vacation days accumulated during a contract year must be used before August 31 of that year; and with approval of the employee's supervisor and the superintendent, vacation days may be held over to the following year, up to a maximum of two years' vacation leave.~~

Twelve month employees will not be subject to the same limitations placed on nine and ten month employees as to when vacation days may be taken and such days may be used before or after any holidays and vacations with the approval of the superintendent.

Twelve month employees not using vacation days before August 31 of the contracted year may roll unused days into professional leave days which will be vested in the sick bank, and when said employee is fully vested in the sick bank will receive sick leave reimbursement for unused days on an annual basis.

(Adoption date)

LEGAL REF.: C.R.S. [22-1-112](#) (school year-national holidays)

NOTE: This policy also might list the holidays on which district offices are closed and on which year-round staff members are not expected to report to work.

[Revised November 2015]

COLORADO SAMPLE POLICY 1977©