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Holidays POLICY CERTIFIED EMPLOYEES 2023

All full-time employees assigned to administrative, instructional, clerical services, 8am-5pm housekeeping, maintenance, or transportation will be entitled to the **school breaks and** holidays listed on the school calendar, plus Memorial Day, **Juneteenth** and July 4th, if it is included in their contract time. **All 3pm-11pm Housekeeping and 11pm-7am Security will be entitled to the following nine (9) school breaks and holidays:** **Full-time employees assigned to housekeeping, maintenance, or transportation will be entitled to the following nine (9) holidays:**

New Year's Day - Two (2) days

Martin Luther King Jr. Day – One (1) Day

Memorial Day - One (1) day

Juneteenth – One (1) day

July 4th - One (1) day

Labor Day - One (1) day

Fall Break - One (1) day

Thanksgiving - One (1) day

Christmas - Two (2) days

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Vacations

Twelve (12) month employees under contract with the board of education will be granted **two weeks annual** Leave with pay under these terms:

Annual leave will be accrued monthly and be granted on the last day of the month

Members of the staff assigned to housekeeping, maintenance, or transportation will be entitled to vacation time with full pay, according to the following divisions of continuous service:

One (1) through ten (10) years of service – .833 days per month – Two (2) weeks of vacation

Eleven (11) or more years of service – 1.25 days per month – Three (3) weeks of vacation

Employees eligible for a vacation shall take their vacation at a time approved by the superintendent.

Reference: Okla. Stat. tit. 70 §§ 6-104, 6-104.1, 6-104.5, 6-105

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Members of the staff assigned to housekeeping, maintenance, or transportation - 3pm-11pm Housekeeping and 11pm-7am Security will be entitled to vacation time with full pay, according to the following divisions of continuous service:

One (1) through ten (10) years of service - Two (2) weeks of vacation

Eleven (11) or more years of service – Three (3) weeks of vacation

Employees eligible for a vacation shall take their vacation at a time approved by the superintendent.