

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE
Box 688
Cowley, Wyoming 82420
POLICIES AND REGULATIONS
File: GDD

SUPPORT STAFF VACATIONS AND HOLIDAYS

Section 1. Support Staff Annual Vacations

Support Staff Personnel who work a twelve (12) month year and are regularly scheduled to work 1900 hours or less shall be entitled to an annual two (2) week vacation with pay.

Support Staff Personnel who work a twelve (12) month year and are regularly scheduled to work 1901 hours or more shall be entitled to an annual twelve (12) days vacation with pay.

Section 2. Support Staff Paid Holidays

Paid holidays for support staff employed for other than days scheduled on the school calendar shall include the following holidays:

1. Independence Day
2. Labor Day
3. Thanksgiving (two Days)
4. Christmas (two Days)
5. New Year's Day
6. Hunting Holiday
7. Memorial Day
8. Good Friday

Section 3. Additional Vacation Day

All support staff personnel who have been employed by Big Horn County School District Number One continuously for ten (10) or more years shall be granted two additional vacation days or paid holidays or two working days with double pay. Personnel who have worked fifteen (15) or more years shall be granted four (4) such days, and personnel who have worked twenty (20) or more years shall be granted six (6) such days.

Section 4. Vacation Days

Vacation time for the year shall be applied to the leave reporting system at the beginning of the fiscal year. If a staff member should leave before the end of the fiscal year, the vacation time shall be prorated according to the time worked in the fiscal year and an adjustment to the vacation balance shall be made accordingly.

Current practice codified 1977

Adopted: Date of manual adoption

Revised: 8/14/80

Revised: 4/11/85

Revised: 6/12/08

Revised: 06/14/11