

**PERSONNEL SERVICES**

**Policy 4330**

**Absences, Leave and Vacation**

**Holidays and Vacation**

The Board will annually adopt a calendar that will provide for the following holidays:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Staff members will not receive additional compensation for holidays unless they are required to work on such holidays.

Administrators employed on a twelve (12) month contract shall have vacation as provided in their individual contracts. Vacation shall be scheduled in compliance with the Superintendent's guidelines and is subject to Superintendent approval.