

Alsea School District 7J

Code: **GCBE/GDBE**
Adopted: 1/31/96
Readopted: 7/12/10; 1/13/16; 6/08/16
Orig. Code(s): GDBE

Vacations and Holidays

All classified employees hired on an annual or twelve month basis shall be granted a paid vacation.

Vacations shall normally be taken during summer recess. All vacations shall be approved by the superintendent.

Vacation time shall be nonaccumulative. Any vacation not taken by the end of the summer recess shall be forfeited, except that for the convenience of the district, an extension may be granted by the Board. Payments in lieu of vacation will not be made.

Salaried employees shall receive a paid vacation equivalent to two normal work weeks for a full year of employment. Upon completion of 10 years continuous employment, one additional vacation day is granted per year, up to 5 years, with a maximum of 15 days vacation. Vacation time for periods of less than a full year shall be computed at the rate of 9/10ths of a day for each month or major fraction thereof of employment, computed to the nearest full day, provided that such an employee shall have worked to the start of the summer recess.

Classified employees hired on an annual or twelve months basis shall be granted the following paid holidays:

1. Independence Day;
2. Labor Day;
3. Thanksgiving day and the day after;
4. Memorial Day;
5. Veterans Day;
6. Presidents' Day;
7. Christmas day, plus one and one-half days during Christmas vacation;
8. New Year's Day;
9. Spring break (one day during regular spring vacation – not more than two employees off on any one day).

Licensed staff will follow collective bargaining agreement.

END OF POLICY

Legal Reference(s):

[ORS 187.010](#)

[ORS 336.010](#)