

Grants Pass School District 7

Code: **GCBE/GDBE**
Adopted: 6/14/88
Revised/Readopted: 2/24/04
Orig. Code(s): GCBE

Vacations and Holidays

An employee must have worked one year from the most recent date of hire for the district before being entitled to vacation pay.

Holidays for teaching staff are established through the collective bargaining agreement. Licensed staff eligible for vacations/holidays will be governed by regulations established by the superintendent and adopted by the Board.

All classified employees who are on duty 12 months shall receive 2 weeks vacation with pay after having worked 1 full year, 3 weeks after 6 consecutive years of service and 4 weeks after 12 years of service. Classified employees who quit or are discharged and have vacation time accrued will be paid for that part of the year for which they worked. For example: if an employee worked six months, he/she would be entitled to vacation pay for one-half of vacation time or one week.

Administrators on 261-day contracts will receive the same paid holidays specified "Oregon legal holidays" on the school calendar.

Administrators on less than 261-day contracts will receive the same vacation days and holidays as licensed personnel covered under the collective bargaining agreement.

An administrator's vacation days may not accrue beyond 35 days and will not be reimbursed at termination of employment.

END OF POLICY

Legal Reference(s):

[ORS 187.010](#)
[ORS 336.010](#)