

<p style="text-align: center;"><b>North Santiam School District</b></p>
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Code: **CNJ**  
Adopted: 7/01/96  
Readopted: 8/21/97, 9/19/02

**Vacation and Holidays for Certificated Administrative,  
Supervisory and Confidential Employees**

**ADMINISTRATORS**

Superintendent	Principals	Special Programs Coordinator
Assistant Principals	Activities/Athletic Director	

**Holidays:**

The working period for the above named positions will include the five (5) paid holidays listed below:

Labor Day	Thanksgiving Day	Memorial Day
Veterans' Day	President's Day	

Their calendar will include the following two (2) non-paid holidays:

Day after Thanksgiving	Martin Luther King Jr. Day
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**SUPERVISORS AND CONFIDENTIAL EMPLOYEES**

Business Manager/Deputy Clerk	Superintendent's Secretary	Maintenance Supervisor
Administrative Assistants	Accounts Payable Clerk	Payroll Clerk
District Office Receptionist	Food-Service Supervisor	

**Holidays:**

The working period for the above named positions will include the eight (8) paid holidays listed below:

Independence Day	Veterans' Day	Christmas Day	President's Day
Labor Day	Thanksgiving Day	New Year's Day	Memorial Day

Their calendar will include the following two (2) non-paid holidays:

Day after Thanksgiving	Martin Luther King Jr. Day
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**Vacations:**

0-5 Years: 10 Days per Fiscal Year

After 5 Years: 15 Days per Fiscal Year

After 10 Years: 20 Days per Fiscal Year

Employees hired mid-year will be granted vacation on a prorated basis.

All vacations must be scheduled in advance and approved by the employee's supervisor.

Confidential and supervisory employees shall be considered on probation for 90 days following their hire date. Employees will be credited with their full yearly vacation allotment at the beginning of the fiscal year or after successful completion of their 90-day probationary period (prorated if hired mid year). Vacations may not be taken within the first 90 days of employment. If an employee leaves the district mid-year, an amount equal to leave taken, but not actually earned, based on the number of months employed, will be deducted from the employees final check. However, vacation accrued will be paid in the final check.

A maximum of 50% of an employee's accrued vacation time may be carried forward into the new fiscal year. All accrued vacation carried forward into a new fiscal year must be taken by December 31st or be lost.

*\*Current employee that was grandfathered at the 20 vacation days per fiscal year level during the district consolidation process.*

END OF POLICY

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**Legal Reference(s):**