

Support Staff Vacations and Holidays

Vacations

Full-time support staff shall receive paid vacation on the following basis:

1. All other support staff members shall be entitled to 10 days of vacation each fiscal year during the first nine years of continuous employment and 15 days of vacation each fiscal year for continuous employment from 10 to 19 years and 20 days thereafter.

All vacation time earned by all employees in the previous fiscal year shall be taken before June 30th of the fiscal year unless a deferred vacation is approved by the executive director.

Vacations shall be scheduled at the convenience of the BOCES and as nearly as possible at the convenience of the employee.

New employees whose term of service is less than one full year shall be entitled to paid vacation in the ratio that their length of service bears to a full year.

Accumulated vacation shall be taken during the summer months at the convenience of the BOCES.

Holidays

The following days are considered paid holidays for support staff:

Independence Day

Labor Day

Thanksgiving Day and the Day After

10 days Winter Break that includes Christmas and New Years

1 Day for Spring Break

Memorial Day

(Adoption Date: November 10, 2014)