

## **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. Labor Day
2. Thanksgiving
3. Christmas
4. New Year's Day
5. Martin Luther King Day
6. President's Day
7. Easter

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.