

## **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. Christmas Day
2. Thanksgiving Day
3. New Year's Day
4. Labor Day
5. Memorial Day
6. Independence Day

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 Board of Education's guidelines and is subject to Superintendent approval.