

Support Staff Vacations and Holidays

Regular classified personnel working on a 12 month basis full-time (1.0 FTE) are entitled to paid vacation of ten (10) days each contract year during the first five years of continuous employment and fifteen (15) days of vacation each contract year thereafter.

Part-time classified personnel working on a 12-month basis at 0.5 FTE or more are entitled to prorated vacation time based on the actual time worked.

All vacation time earned by all employees in the previous fiscal year shall be taken before December 31 of the following 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. All summer vacation schedules shall be arranged for all employees and reviewed with the executive director prior to May 1.

All classified employees who resign or whose employment is terminated shall receive the paid vacation to which they are entitled as soon as possible.

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.

Other paid holidays for support staff will be in accordance with the Board approved BOCES Master Calendar.

Adopted: Northwest Colorado BOCES

Revised: September 9, 2010
May 12, 2016