

VACATION/HOLIDAYS FOR EMPLOYEES

Paid vacation time and holidays are authorized for employees, certified and support staff, who are employed in eligible positions. Employees who work less than full-time assignments are eligible to receive vacation/holiday benefits on a prorated basis.

12 Month Employees

Vacation:

Employees (except for the superintendent and director of business services) in 12 month assignments will be allowed to accrue vacation time annually according to the following schedule:

		<i>Monthly Accrual</i>
Less than 5 years service	10 days/80 hours	.83 days or 6.67 hours
5 through 8 years service	13 days/104 hours	1.08 days or 8.67 hours
9 or more years service	15 days/120 hours	1.25 days or 10 hours

The superintendent shall accrue 1.67 days of vacation per month

The director of business services shall accrue 1.25 days of vacation per month

Maximum Accrual: at the end of the fiscal year:

Less than 5 years service	15 days/120 hours
5 through 8 years service	18 days/144 hours
9 or more years service	25 days/200 hours

Superintendent 25 days/200 hours

Director of Business Services 25 days/200 hours

Holidays:

Labor Day, Native American Day, Thanksgiving, Thanksgiving Friday, Christmas Day, New Year’s Day, President’s Day, Good Friday, Easter Monday, Memorial Day, Juneteenth, and Independence Day.

The afternoon of Christmas Eve and the afternoon of New Year's Eve (or one full day). If Christmas or New Year falls on Sunday or Monday there will be no afternoon vacation on Christmas Eve or New Year's Eve.

If any of the holidays should fall on Sunday the following Monday shall be considered the holiday; if any of the holidays should fall on a Saturday the preceding Friday shall be considered the holiday. If it is not in the district’s best interest to follow this schedule, the employee shall be provided time off equivalent to their work schedule within the next ten (10) working days.

Administrative Staff Working 203 Days or More but Less Than 12 Months

Vacation:

Paid vacation time is authorized for administrative staff who are employed in eligible positions and is granted at the beginning of the fiscal year. These vacation days do not carry over yearly.

Less than 6 years of service	2 days
6 through 8 years of service	5 days
9 or more years of service	8 days

Legal References: [SDCL 1-5-1 \(Holidays enumerated\)](#)

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