

## **Support Staff Vacations and Holidays**

Regular classified personnel working on a 12-month basis are entitled to paid vacation for a period determined by Charter Board policy.

All vacation time earned by all employees in the previous fiscal year shall be taken upon approval by the administrator of the charter school, unless a deferred vacation is approved by the administrator of the school.

Vacations shall be scheduled at the convenience of the charter school 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 administrator.

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.

Custodians employed up to five years with the charter school shall receive two weeks of vacation. Custodians employed six years and over with the charter school shall receive three weeks of vacation.

LEGAL REF.: C.R.S. 22-1-112

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Lake George Charter School