

**GDBE - CLASSIFIED STAFF VACATIONS AND HOLIDAYS**

Holidays

The school calendar, as adopted by the Board, establishes holidays and school recess periods for the employees who work on teacher and/or student days.

Vacations

Vacation time will be computed as of July 1 of each year. Ten working days of vacation time will be granted for 12 months of continuous full-time service. The Custodial Personnel and Superintendent's secretary have 10 days vacation time.

Classified staff employees will be given a reasonable and practical choice of vacation periods. Those with the greater seniority will be given preference.

Administrative & Yearly Staff Vacation Leave

All individuals who are employed in the Highmore-Harrold School District and are under a twelve month contract may accumulate the number of days earned for up to three years vacation time before they forfeit those days.

When the employee leaves the school district the unused days will be compensated at flat rate per day based on the employee position: Superintendent - \$150/day; Business Manager - \$100/day; Superintendent Secretary - \$100/day; All Custodians - \$100/day.

Examples:

Superintendent----- 20 days x 3 years = 60 max days  
Business Manager----- 10 days x 3 years = 30 max days  
Supt. Secretary----- 10 days x 3 years = 30 max days  
All Custodians----- 10 days x 3 years = 30 max days

LEGAL REFS.: SDCL 1-5-1

Adopted: July 13, 2009

Revised: May 10, 2021