

Professional Staff Vacations and Holidays

All full-time professional staff, those working at least 241 days per fiscal year, shall be entitled to annual vacation leave up to 12 days.

Vacation days not used will be paid out at per diem at the end of the fiscal year (June payroll). A written notice (file: GCD-E) will be used to request any vacation days to be paid or carried over and approved by the Executive Director. Vacation days carried over and not used by December 31st will be lost and not paid.

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.

Holidays

The following days are considered paid holidays for professional staff:

- New Year's Day
- Martin Luther King Jr. Birthday
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

EAST CENTRAL BOCES BOARD POLICY

Adopted: January 28, 2015