

Support Staff Vacations and Holidays

Vacations

Full-time support staff shall receive paid vacation on the following basis:

1. All full-time (241 days) support staff members shall be entitled to 8 days of vacation each fiscal year

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.

Vacations shall be scheduled at the convenience of the BOCES and as nearly as possible at the convenience of the employee.

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 support 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