

## Classified Staff Vacations and Holidays

All full time (36 hours or more/week) classified personnel who work a 12 month year, based on employee's anniversary date, will be entitled to annual vacation with pay according to the following schedule.

- a. An employee who has completed one year of employment at NWBOCES will be entitled to ten working days vacation equivalent to their regular work week hours of 36-40 hours. For example, a staff person who works a 37 hour week will earn 74 vacation hours.
- b. An employee who has completed five consecutive years of employment at NWBOCES will be entitled to fifteen working days vacation equivalent to their regular work week hours of 36-40 hours.
- c. An employee who has completed fifteen consecutive years of employment at NWBOCES will be entitled to twenty working days vacation equivalent to their regular work week hours of 36-40 hours.

Vacation time shall be used during the year following the year in which it is earned. Vacation time will not be earned during any period of time in which the employee has accrued the maximum number of vacation days that can be earned in any one year. For example, employees who have completed six (6) consecutive years of employment at NWBOCES will never be entitled to accrue more than fifteen (15) working days vacation at any one time.

Upon termination of full-time employment, NWBOCES will buy back accrued vacation and personal leave time at one hundred percent of the employee's rate of pay.

The Board will allow twelve paid holidays for full time classified staff employees based on a percentage equivalent to their regular 36 hours or more work week hours. Holidays shall include but not be limited to:

Independence Day, Labor Day, Thanksgiving, Christmas, New Year's Day, Presidents' Day, Easter break and Memorial Day.

The remainder of the paid holiday days will be set by the Board on an annual basis.