

Oneida Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Vacations and Holidays for Twelve Month Employees	Descriptor Code: 5.310	Issued Date: 03/06/14
		Rescinds: 5.310	Issued: 08/01/13

1 VACATIONS

2 Full-time personnel employed twelve (12) months will receive vacation as follows:

3 First year employment—one (1) week

4 Second and subsequent years—two (2) weeks

5 HOLIDAYS

6 The following days will be observed as holidays for personnel employed twelve (12) calendar months:

7 New Year's Day

8 Good Friday

9 July 4th

10 Labor Day

11 **President's Day**

12 Thanksgiving Day

13 Christmas Eve

14 Christmas Day

15 Memorial Day

16 Day after Thanksgiving

17 Martin Luther King Day

18 Certified and exempt classified staff are considered exempt employees and as such are not entitled to
19 overtime or compensatory time for hours worked within a pay period beyond those set by the Board.
20 In cases where work is done beyond regular work hours, the employee may trade time for time within
21 the fiscal year; however, he/she must maintain a log of such exchange of time.

22 Non-exempt full time classified employees are governed by the Fair Labor Standard Act which
23 requires pay or compensatory time for hours worked within a pay period beyond those established for
24 the position. If the time worked exceeds regular work hours, the hours worked beyond that point must
25 be paid at time and a half (1 1/2) or compensatory time provided in like manner.

Legal References

Cross References

School Calendar 1.800