

**MOUNT DESERT ISLAND REGIONAL HIGH SCHOOL
SUPPORT STAFF VACATIONS AND HOLIDAYS**

Vacation Leave

All Full-time Year-Round employees shall be granted two (2) weeks (10 working days) of vacation time upon completion of one year of service. An additional week (5 working days) shall be granted after ten (10) full years and again after fifteen (15) full years of service. New employees who have been employed for less than one (1) full year of employment may use one (1) week (5 working days) of vacation time after the first six months of employment. Such vacation shall be taken at a time when it is not disruptive to the operation of the school and at the approval of the Principal. All vacation time must be approved at least two (2) weeks in advance and must be used within 12 months of the year of the anniversary that it is earned or the days will be forfeited (i.e. vacation days earned in 04-05 must be used by the end of 05-06).

Holidays

All Full-time Year-Round, Full-time Extended School Year, and Full-time School Year support staff personnel who ordinarily work five (5) days a week shall be paid for all holidays which fall within an employee's regular work week at his/her regular number of hours worked per day (per diem). Part-time employees do not receive holiday pay. Any employee who has split assignments that is the equivalent of a full time school year is eligible for paid holidays as stated above on a pro-rated basis.

The following days may be recognized as holidays: New Years' Day, Martin Luther King Day, President's Day, Patriots' Day, Memorial Day, July 4th (Independence Day), Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day. The actual day of the holiday shall be in conformance with State and Federal designations.

Adopted: Summer, 1979
Revised: May 1988
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