

## **SUPPORT STAFF VACATIONS AND HOLIDAYS**

### **Vacations**

Employees on 12 month contracts shall receive vacation leave time in accordance with the applicable benefit Schedule (A,B,C), upon approval of the supervisor and executive director.

Vacation leave will be accrued on a monthly basis. Employees new to Centennial BOCES, or those resigning from Centennial BOCES who do not meet the 1.0 FTE requirement, shall receive a prorated amount of vacation time.

An employee may not accrue more time than can be accrued in a two year period. After the maximum accrual is reached, employees will forfeit the accrual each month until vacation is used.

Upon termination of employment, other than for cause, an employee shall be paid a lump sum at his/her current daily rate for unused vacation, not to exceed two year's accumulation.

### **Holidays**

Holidays for support staff are listed on the Board approved annual calendar.

Revised: May 16, 2019

Adopted: January 18, 2018

Centennial BOCES