
AURORA PUBLIC SCHOOLS
Adopted June 1994
Revised March 2001
Reviewed November 2007
Revised June 2011
Revised June 2012
Reviewed February 2016

APS Code: GDD

SUPPORT STAFF VACATIONS AND HOLIDAYS
Classified Employees

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Vacations

Twelve month classified, non-supervisory employees shall earn paid vacation time each contract year according to the following schedule:

Years of Service	12 Month Employees
0 - 4	12 days
5 - 9	15 days
10 - 14	18 days
15+	21 days

Regulations for administering the vacation policy for classified employees will be established by the Superintendent of Schools.

Effective January 1, 1994, employees who work less than 12 months, and who were hired prior to July 1, 1993, shall accrue no vacation beyond their accumulation on January 1, 1994.

Employees who work less than 12 months and who were hired after July 1, 1993, will accrue no vacation time.

Holidays

The following paid holiday schedule shall apply for classified employees. For 12 month employees, the paid holidays shall be in addition to earned paid vacation.

Number of Days	Holiday	Date
1	Independence Day	July 4. If July 4 falls on Saturday, the previous Friday will be the paid holiday. If July 4 falls on Sunday, the following Monday will be the paid holiday.
1	Labor Day	First Monday in September.

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2	Thanksgiving Day	Thanksgiving Day and the Friday following Thanksgiving shall be paid holidays.
2	Winter Break	If December 25 falls on: Monday or Thursday -- December 25 and 26 shall be paid holidays; Tuesday, Wednesday or Friday -- December 24 and 25 shall be paid holidays; Saturday -- the previous Thursday and Friday shall be paid holidays; Sunday -- the previous Friday and the following Monday shall be paid holidays.
2	New Year's Day	January 1. If New Year's Day falls on Saturday, the previous Friday will be the paid holiday. If New Year's Day falls on Sunday, the following Monday will be the paid holiday. The specific day that will be designated as the second paid holiday will be determined annually, according to when New Year's Day falls in the

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week.

1	Martin Luther King Jr. Day	Third Monday in January.
1	Presidents' Day	Third Monday in February.
1	Memorial Day	Last Monday in May.

Classified employees who work less than a 12 month year shall be entitled to 10 paid holidays. All Nutrition Services kitchen staff contracted after July 1, 1992, will receive only two paid holidays, Thanksgiving Day and December 25.

In the event a scheduled paid holiday is in conflict with the adopted school calendar, an alternate date will be selected for the paid holiday.

LEGAL REF.: C.R.S. 22-1-112 (school year-national holidays)

AURORA PUBLIC SCHOOLS
Issued May 1994
Revised March 2001
Revised September 2008
Revised June 2011

APS Code: GDD-R

CLASSIFIED EMPLOYEES VACATIONS AND HOLIDAYS

Twelve-month employees are expected to use paid vacation time earned during each contract year. However, earned vacation may be accumulated to the maximum of the amount earned in two full years with no additional days credited to the employee until the unused total drops below the allowable figure.

Twelve-month employees must submit requests for vacation through appropriate channels prior to the dates requested. Vacations shall be scheduled at the convenience of the District and, as nearly as possible, at the convenience of the employee.

A 12-month employee will not be granted leave without pay as part of a vacation request if the employee has unused vacation time available.

Twelve-month employees who are separated from their employment shall receive payment for the unused vacation no later than 45 days from the date of separation.

All Nutrition Services kitchen staff contracted after July 1, 1992, will receive only two paid holidays, Thanksgiving Day and December 25, and do not accrue vacation.

Employees who accept a transfer from a 12-month position where they do accrue and take vacations, into any position with a work year less than 12 months, where they do not accrue vacation, will be paid for any unused vacation and will not carry accrual forward.