Professional Staff Vacations and Holidays

All full-time professional staff on twelve (12) month contracts shall be entitled to annual vacation leave in accordance with the following schedule:

- Zero through completion of fourth consecutive 12-month contract year
    - 80 hours of vacation leave

- Fifth 12-month contract year through completion of the fifteenth consecutive 12-month contract year
    - 120 hours of vacation leave

- Sixteenth consecutive 12-month contract year and consecutive years beyond
    - 160 hours of vacation leave

Vacation leave shall be awarded based on days actually worked by the employee. Earned vacation time is calculated for the period July 1 through June 30. Employees new to the SFTBOCES or those resigning from the SFTBOCES who do not complete the time requirements of a twelve (12 month contract as established by the dates above, shall receive a prorated amount of vacation time.

All vacation time may be taken a earned but must have prior approval of the Executive/Special Education Director.

A maximum accumulation of 120 hours vacation time on July 1 annually shall be permitted. Days accumulated in excess of 120 hours on July 1 shall be transferred to the employee's discretionary leave balance.

Retiring employees who earn vacation leave shall be paid at their daily rate for unused leave time. However, in no event may the employees include, in such time, more than 120 hours carried forward from the prior work year.

Holidays

The following days are considered paid holidays for employees:

- New Year's Eve; New Year's Eve Day (January 1), Memorial Day (last Monday in May); Independence Day (July 4); Labor Day (first Monday in September); Thanksgiving Day (fourth Thursday in November); Friday following Thanksgiving; Christmas Eve; and Christmas Day (December 25)

In case any of the above identified holidays fall on Saturday, the Friday preceding shall be considered the holiday; if the holiday falls on a Sunday, the Monday following shall be considered the holiday. Observance by employees of holidays as designated will not result in a deduction in salary.

Holidays for other SFTBOCES employees shall be as designated in the appropriate SFTBOCES calendar.

(Adoption Date: June 16, 2021)