

<b>Milbank School District</b>	<b>Code: GCBEA (CBDE)</b>

## **PROFESSIONAL VACATIONS AND HOLIDAYS**

All professional staff members employed on a 12-month basis shall be eligible for the following benefits:

The following are designated as paid holidays for all full-time (12 month) professional employees.

- |     |  |     |                              |
|-----|--|-----|------------------------------|
| (A) |  | (G) | Christmas Eve Day (Dec. 24)@ |
| (B) | July 4*                                    | (H) | Christmas Day (Dec. 25)@     |
| (C) | Labor Day (1 <sup>st</sup> Monday in Sept) | (I) | New Years Day (Jan. 1)*      |
| (D) | Veteran's Day (Nov. 11)                    | (J) | Good Friday                  |
| (E) | Thanksgiving Day                           | (K) | Memorial Day                 |
| (F) | Day after Thanksgiving                     |     |                              |

@When date falls on a Saturday or Sunday, the day will be observed on the following Monday and/or Tuesday.

+When date is scheduled as a day in session, a floating holiday will be granted.

\*When date falls on a Saturday, the preceding Friday will be a holiday; if the date falls on a Sunday, the following Monday will be observed unless such date is scheduled as a day in session.

### **Vacations:**

Earned vacation will be 20 days each year in addition to the paid holidays listed above.

Scheduling of vacations will take into account service requirements of the school system.

An employee resigns, retires, or is dismissed with unused vacation, the employee will be paid in lieu of vacation at the rate equal to 100% of his/her normal daily wage; provided, however, that in the case of a resignation by an employee with less than one year of service no vacation pay allowance will be made.

Legal References: SDCL 3-10-2 et seq.;  
SDCL 3-11-1 et seq.;  
SDCL 3-12 et seq.;  
SDCL 3-12A et seq.;  
SDCL 13-10-3; 13-10-4; 13-10-9

Adopted: September 2002

Reviewed:

Revised: July 2010