

# Board Policy

Code No. 414.1

## **CLASSIFIED EMPLOYEE VACATIONS - HOLIDAYS - PERSONAL LEAVE**

The requirements stated in the Master Contract between employees in that collective bargaining unit and the Board regarding vacations, holidays, and personal leave shall be followed.

It shall be the responsibility of the Superintendent to make a recommendation to the Board annually on vacation, holidays, and personal leave for classified employees not covered by a Master Contract.

*Legal Reference:* Iowa Code §§ 1C.1-2; 4.1(34); 20.9 (2009).

*Cross Reference:* 409.1 Licensed Employee Vacations - Holidays -Personal Leave  
601.1 School Calendar

*Approved: February 2, 1998*

*Reapproved: February 20, 2001  
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