

HOLIDAY BREAKS, LEAVE TIME, VACATION TIME



HOLIDAY BREAKS

- > **Federal Holidays** - 9 days
- > **Fall Break** - 3 days
- > **Winter Break** - 10 days
- > **Spring Break** - 3 days
(must be used from Jan. 15th - May 30th on consecutive days)

LEAVE TIME

- > **Sick Leave** - 12 days (12 month employees)
- > **Sick Leave** - 11 days (11 month employees)
- > **Bereavement Leave** - 5 days

VACATION TIME

- > **10 days** (1-4 years)
 - > **15 days** (5-9 years)
 - > **20 days** (10+ years)
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