



**Summit County  
Domestic Relations Court**

Administrative Judge Katarina Cook  
Judge Kani H. Hightower

**SUMMIT COUNTY DOMESTIC RELATIONS COURT**  
**HOLIDAY AND VACATION PARENTING TIME SCHEDULE**  
**(LONG FORM)**

Parents are encouraged to work together to establish rules and guidelines that make companionship time beneficial for both parents and the child(ren). Unless otherwise agreed upon between the parents, the following Rules Governing Parenting Time shall apply:

**A. Conflicting Schedules / Order of priority:**

In the event that there exists any conflict between parenting time schedules, the following is the order of PRIORITY:

- First: Holidays and Days of Special Meaning including Family-Specific Days;
- Second: Vacation periods or extended parenting times;
- Third: Weekends and mid-weeks (regular parenting times).

**B. SUMMER SCHEDULE**

During summer break from school, parents shall follow the selected parenting time schedule by age.

Each parent is responsible for any daycare, babysitting, or supervision expenses during the exercise of their extended summer companionship. Unless other arrangements have been made or have already been addressed in a child support order, any parent taking a vacation with the child(ren) shall do so during their week(s) of companionship.

Summer school necessary for the child(ren) to pass to the next grade, or as recommended by the appropriate school official, must be attended, and official notice of such requirement must be shared between the parents. Both parents shall be responsible to make sure that the child(ren) attends/attend summer school during their parenting time.

Each parent is responsible for transporting the child(ren) to scheduled activities and necessary summer school during that parent's summer parenting time.

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**C. SUMMER VACATIONS, BEGINNING AT AGE 3 YEARS**

Should parents wish for summer vacation parenting time with a child under the age of 3 years, they must agree to such time. Otherwise, the schedules by age continue to control until age 3 years.

Summer is defined as beginning at 5:30 PM the first Friday evening after school recesses and ending at 7:00 PM the last Friday before school resumes. Unless otherwise agreed, vacations must be planned within these parameters.

Each parent shall be entitled to four (4) weeks of summer vacation parenting time during the summer, unless otherwise agreed. Each parent shall be entitled to have two (2) of the four (4) weeks of vacation as uninterrupted vacation or parenting time. The remaining two (2) weeks may only be taken in seven (7) day increments. Each parent shall give the other not less than sixty (60) days advance written notice of their intent to vacation.

In even-numbered years, Parent 1 shall have the first choice and shall choose two (2) weeks of uninterrupted parenting time by advising Parent 2 of that time period on or before **April 1st** of that year. In odd-numbered years, Parent 2 shall have the first choice and shall choose two (2) weeks of uninterrupted parenting time by advising Parent 1 of that time period on or before **April 1st** of that year.

For the remaining two weeks of summer vacation parenting time, each parent shall provide at least thirty (30) days written notice prior to a 7-day vacation. Should a conflict arise as to the scheduling of the additional weeks of vacation, Parent 1 shall have priority in even-numbered years and Parent 2 shall have priority in odd-numbered years.

Each parent shall exercise their vacation time in a manner that creates the least interference with the other parent's parenting time. Vacation "flex time" is defined as a parent's already scheduled weekend attached to a scheduled seven (7) day vacation. Typically, a parent should begin his or her vacation time on his or her already scheduled parenting time. However, every summer each parent is entitled to one (1) period of vacation "flex time" wherein the parent may begin their vacation on the other parent's scheduled weekend and

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attach the already scheduled weekend to the seven-day vacation period. Flex days shall NEVER exceed three (3) consecutive days. Flex days must be taken together. No makeup time shall be given to the other parent for utilization of flex days. Flex time shall only be utilized for out of state vacations of seven (7) days or greater duration and only during the summer vacation unless otherwise agreed to by the parents. Parent 1 shall have priority of flex time in even-numbered years. Parent 2 shall have priority of flex time in odd-numbered years.

Each parent must provide the other parent with written notification of the destination, general itinerary, contact information, times of arrival, departure, and method of transport if the vacation will be outside the child(ren)'s state of residence or if the travel will be for greater than twenty-four (24) hours.

**D. WINTER BREAK FROM SCHOOL**

For the Winter Break, unless otherwise agreed, parents shall utilize the following schedule: Winter Break shall start at 9:00 a.m. on the Saturday after school ends and conclude at 7:00 p.m. the night before school resumes.

Winter Break shall constitute every day during this break except for 12/24, 12/25, 12/31, and 1/1.

The parents shall equally divide the Winter Break. If the Winter Break includes an odd number of days, the person exercising Christmas Day shall have one less day.

The parents agree to divide the Winter Break with one parent having the first half of the break, not counting the above holidays, and the other parent having the second half.

In even-numbered years, Parent 2 shall have first choice and shall provide written notice to the other parent of which half of break they will exercise by November 15<sup>th</sup>. In odd-numbered years, Parent 1 shall have first choice and shall provide written notice to the other parent of which half of break they will exercise by November 15<sup>th</sup>.

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**E. DAYS OF SPECIAL MEANING AND HOLIDAY PARENTING TIME**

- 1. Mother's Day and Father's Day:** Unless otherwise specifically agreed upon or ordered by the court, Mother's Day and Father's Day shall be spent with the designated parent. Unless the parents agree otherwise, the parenting time shall be from 9:00 A.M. to 8:00 P.M. The child(ren) shall spend the rest of the weekend with the parent who would otherwise be entitled to companionship that weekend.

With regard to same sex parents, the following shall apply, unless otherwise agreed: Every even numbered year, Parent 1 shall spend Mother's Day with the child(ren) and Parent 2 shall spend Father's Day with the child(ren). Every odd numbered year, Parent 1 shall spend Father's Day with the child(ren) and Parent 2 shall spend Mother's Day with the child(ren).

- 2. Child's Birthday:** A child's birthday shall be spent with Parent 1 in even-numbered years and Parent 2 in odd-numbered years. Unless otherwise agreed, the parenting time shall be 9 a.m. to 8 p.m. for a child not in school on the child's birthday and 5 p.m. to 8 p.m. for a child in school on the child's birthday. The other parent may celebrate on another date. The child's birthday is to be spent with the designated parent, even if the other parent is entitled to weekend, midweek, holiday, or vacation with the child. Siblings shall be permitted to participate at the exercising parent's discretion.
- 3. School Days Off:** Unless otherwise ordered by the court or previously agreed to in writing, at least sixty (60) days prior to the commencement of the new school year, the parents shall share and review the school calendar. Any days off not accounted for above (i.e. teacher in-service, etc.), the parents shall alternate, with Parent 2 having parenting time on the first scheduled day off. The next year, Parent 1 shall have parenting time on the first scheduled day off. In the case of emergency or snow days off of school, the parent responsible for transporting the child to school in the morning shall be responsible for the children until pick up time that evening unless other previous arrangements have been made.
- 4. General Holiday Parenting Time:** Parents are encouraged to modify holiday parenting time by agreement to reflect the customs and traditions of their family. *Any days of special meaning, such as religious holidays, not mentioned below should be discussed and written into the court order.* If not changed by agreement, holiday times are as follows:

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**F. GENERAL HOLIDAY PARENTING TIME, BEGINNING AT AGE 12 MONTHS:**

Parents should check the box if they intend to use the provided schedule for that holiday.

<b>HOLIDAY</b>	<b>EVEN #’D YEARS</b>	<b>ODD #’D YEARS</b>	<b>DAYS AND TIMES</b>
<input type="checkbox"/> 1. Martin Luther King Day	Parent 1	Parent 2	8:00 a.m. to 7:00 p.m.
<input type="checkbox"/> 2. President’s Day	Parent 1	Parent 2	8:00 a.m. to 7:00 p.m.
<input type="checkbox"/> 3. Easter Sunday	Parent 2	Parent 1	8:00 a.m. to 7:00 p.m.
<input type="checkbox"/> 4. Spring Break*	Parent 2	Parent 1	5:30 p.m. day school ends to 7:00 p.m. day before school begins
<input type="checkbox"/> 5. Memorial Day	Parent 1	Parent 2	5:30 p.m. Friday preceding to Monday at 7:00 p.m.
<input type="checkbox"/> 6. 4 <sup>th</sup> of July	Parent 2	Parent 1	5:30 p.m. 07/03 to 11:00 p.m. 07/04
<input type="checkbox"/> 7. Labor Day	Parent 1	Parent 2	5:30 p.m. Friday preceding to Monday at 7:00 p.m.
<input type="checkbox"/> 8. Halloween	Parent 2	Parent 1	4 hours on trick or treat day/night or in each neighborhood
<input type="checkbox"/> 9. Thanksgiving*	Parent 2 Parent 1	Parent 1 Parent 2	5:30 p.m. Wed. to Fri. @ 7:00 p.m. 7:00 p.m. Fri. to Sun. @ 7:00 p.m.
<input type="checkbox"/> 10. Christmas Eve	Parent 2	Parent 1	8:00 a.m. 12/24 to 10:00 p.m.
<input type="checkbox"/> 11. Christmas Day	Parent 1	Parent 2	10:00 p.m. 12/24 to 7:00 p.m. 12/25
<input type="checkbox"/> 12. New Year’s Eve	Parent 2	Parent 1	5:30 p.m. 12/31 to 7:00 p.m. 01/01
<input type="checkbox"/> 13. Winter Break*	Divide equally [pursuant Paragraph D. above]		

\* (or as the parents may otherwise agree in writing)

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**G. FAMILY-SPECIFIC DAYS OF SPECIAL MEANING**

Parents are encouraged to write down any particular holidays or other occasions that have a special meaning which are not included in the General Holiday Parenting Time schedule provided (*such occasions may include family reunions, annual vacations, and religious holidays*).

<b>OCCASION</b>	<b>EVEN #’D YEARS</b>	<b>ODD #’D YEARS</b>	<b>DAYS AND TIMES</b>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

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