

1 537 . VACATION

2 **1. Purpose**

3 Classified employees shall be provided vacations in accordance with the following guidelines.

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5 **2. Authority**

6 The Board has the authority and responsibility to establish reasonable guidelines that specify the conditions
7 under which vacation may be taken within the terms of a valid collective bargaining agreement currently in
8 force with a recognized bargaining unit.

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10 **3. Guidelines**

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12 **A. Eligibility**

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14 **Secretarial Staff**

15 Vacation time will be granted to all full-time 12-month employees as follows:

Length of Service	Amount of Vacation
After 1 year	1 week
After 2 years	2 weeks
After 5 years	2 weeks plus 1 day for each year of service with a maximum of 4 weeks vacation.

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23 **Custodial Staff**

24 Vacation time will be granted to all full-time 12-month employees as follows:

Length of Service	Amount of Vacation
1 year	1 week
2 years through 5 years	2 weeks
6 years	2 weeks plus 1 day for each year over 5 years up to a maximum of 4 weeks

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32 **B. Application**

33 Eligible employees must schedule vacation with the immediate supervisor in advance of the
34 desired start date. Special consideration shall be given to emergencies. All vacation schedules
35 must recognize the operating needs of the district and are subject to final approval by the
36 Superintendent.

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38 **C. Time of Vacation**

39 Vacations must be taken within the twelve month period following the time when the vacation
40 was earned.

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42 Payment in lieu of vacation is permitted upon approval of the Board only.

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44 **D. Termination of Employment**

45 An employee who anticipates termination of employment in this district may take accrued
46 vacation prior to the termination date with proper approval as noted.

47 *School Code: §1154(e)*