

1 337. VACATION

2 **1. Purpose**

3 Administrative personnel employed to work twelve months or other schedules considered full time shall be
4 provide paid vacation in accordance with this policy.

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6 **2. Authority**

7 Vacations for administrative employees are provided in accordance with these guidelines, consistent with
8 the employee's interest and convenience while considering the operating needs of the district.

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10 **3. Guidelines**

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12 **A. Eligibility**

13 Vacations will be determined by the Board at the time of employment. Unused vacation days
14 may accumulate to a maximum of forty (40) days.

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16 **B. Application**

17 Eligible employees must make a request for scheduled vacation to the Superintendent in
18 advance of the desired start date. Special consideration shall be given to emergencies. All
19 vacation schedules are subject to final approval by the Superintendent.

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21 **C. Time of Vacation**

22 Vacations will normally be scheduled at times when they will not interfere with the normal
23 operation of the school.

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

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27 **D. Termination of Employment**

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

30 *School Code: §1154(e)*