

SOUTHERN COLUMBIA AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: VACATION

ADOPTED: March 8, 1999

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p> <p>Pol. 328</p> <p>School Code 1154</p>	<p style="text-align: center;">337. VACATION</p> <p>Administrative personnel employed to work twelve months or other schedules considered full time shall be provided paid vacation in accordance with this policy.</p> <p>Vacations for administrative employees are provided in accordance with these guidelines, consistent with the employee's interest and convenience while considering the operating needs of the district.</p> <p>A. <u>Eligibility</u></p> <p>Vacation time will be granted as follows: each administrator is granted twenty (20) working days which s/he may use at his/her option.</p> <p>Employment for less than one year shall carry an entitlement of one (1) day for each twelve (12) days worked.</p> <p>Unused vacation days may be accumulated at a rate of ten (10) days per year with a maximum of thirty (30) days to be used in any one school year.</p> <p>B. <u>Application</u></p> <p>Eligible employees must make a request for scheduled vacation to the Superintendent in advance of the desired start date. Special considerations shall be given to emergencies. All vacation schedules are subject to final approval by the Superintendent.</p> <p>C. <u>Termination Of Employment</u></p> <p>An employee who anticipates termination of employment in this district may take accrued vacation prior to the termination date with proper approval as noted.</p>
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