

POLICY: SCHOOL EMPLOYEES VACATION

All school employees who work the year around and are entitled to vacations with pay are entitled to vacation pay that has been earned up to the time the employee leaves his/her position for retirement. The employee may not accrue more than one year's vacation time.

The following limits will be placed on employees using personal days to extend a vacation or holiday period. All leave to extend vacation or holidays must be approved by the department head or principal and the Superintendent.

Clerical – No more than one (1) per building
Custodians – No more than one (1) per building
Ed Techs – No more than three (3) per building
Food Service – No more than one (1) per building
Teachers – No more than three (3) per building

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