

VACATION LEAVE FOR TWELVE MONTH CERTIFICATED ADMINISTRATORS

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 1973 Revised August, 1976 Revised May, 1989 Revised September, 2004	Administration Vacation Vacation Leave

Annual leave for certificated administrative personnel who are employed on a twelve-month basis shall be as follows:

1. An employee with less than five (5) years service within the District shall receive fifteen (15) days of annual vacation leave.
2. An employee with five (5) years but less than fifteen (15) years service within the District shall receive twenty (20) working days of annual vacation leave.
3. An employee with fifteen (15) or more years of service within the District shall receive twenty-five (25) working days of annual vacation leave.

It is the intent of this policy that vacation time be used during the year in which it is earned. Vacation leave may not accumulate beyond thirty (30) working days.

The practical application of this vacation policy shall rest with the Superintendent of Schools. Vacation time should interfere as little as possible with the operation of the school system.

The year, for the purpose of annual vacation leave, shall end as of June 30 of each year.

Administrators affected by this policy shall make written application for vacation leave to their immediate supervisor.