

VACATIONS/HOLIDAYS

**A. Purpose and Scope**

To provide guidance and direction for District personnel regarding vacations and holidays.

**B. General**

1. Vacations for 11 or 12 month employees will be granted only at times of the year when they will not interfere with normal operations of school and or District.
2. The Governing Board will grant certificated personnel holidays that are designated or closed as legal holidays designated by the Education Code.

**C. Forms Used and Additional References**

Certificated/Classified Leave Request form if applicable

**D. Procedure**

Application for a Vacation

Eligible employees must apply for vacation to the superintendent of schools at least eight (8) weeks in advance of the desired start date. Special consideration shall be given to emergencies. All applications are subject to final approval by the superintendent.

Accrued Vacation Credit

An employee who anticipates termination in this district may take accrued vacation prior to the termination date with proper approval.

Cancellation of Vacation in Emergency

All vacations may be Canceled without notice in event of emergency.

**E. Reports Required**

None

**VACATIONS/HOLIDAYS (continued)**

**F. Record Retention**

Maintained in Human Resources office if applicable

**G. Responsible Administrative Unit**

Human Resources

**H. Approved By**

Associate Superintendent for Human Resources

Legal Reference:

EDUCATION CODE

1318	Declaration of holiday (by county superintendent)
37220	School holidays
37222	Declaration of holiday by Governing Board

Regulation Adopted:

HD BD: 11/20/85  
EL BD: 7/6/82

Regulation Revised:

Joint Board: 4/22/97