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
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