

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: VACATION

ADOPTED: April 28, 2004

REVISED:

337. VACATION	
1. Purpose	Administrative personnel employed to work twelve (12) months or other schedules considered full time shall be provided paid vacation.
2. Authority	The Board shall provide vacation days for administrative employees consistent with the employee's request and convenience while considering the district's operating and management needs.
3. Guidelines	<p>Vacation time shall be granted in accordance with provisions of the administrative compensation plan or individual contract.</p> <p>Eligible employees must request scheduled vacation to the Superintendent in advance of the requested date. Special consideration shall be given to emergencies.</p> <p>All vacation schedules are subject to final approval by the Superintendent.</p> <p>Vacations should be scheduled at times when they will not interfere with the normal operation of the school.</p> <p>However, in extenuating circumstances, alternative use of vacation days may be arranged with the approval and at the discretion of the Superintendent.</p>