

Dell Rapids School District #49-3

Policies and Regulations

Code: G – Personnel



GCBE – ADMINISTRATIVE STAFF VACATIONS AND HOLIDAYS

Vacations

The Board recognizes the need of its administrative staff, particularly those employed on a 12-month basis (260 days), for periods of relief from their duties and has provided for annual paid vacation in each individual contract. Vacations will be allowed at any time of the year provided they do not handicap the operation of the school. All vacation days must be used by December 31 of the following fiscal year.

If, before receiving the vacation to which entitled, an administrative staff member is, laid off, has resigned, retired, or dismissed (except for reason of misconduct) the employee will be paid in lieu of vacation; provided, however, that in the cases of resignation of an employee with less than one year of service, no vacation pay allowances will be made.

Holidays

The following days, when falling on a weekday, will be considered paid holidays for all full-time administrative staff employed on a 12-month basis: New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, and Christmas Day.

Should a full-time administrator be required to work on a paid holiday, he/she will be given another day as a paid holiday to replace the holiday missed.

LEGAL REFS.:

ADOPTED: 04-1988

AMENDED: 05-2012

REVIEWED: