

A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES

TITLE: VACATION

ADOPTED: September 23, 1999

REVISED AND

APPROVED: May 28, 2015

<p>1. Authority SC 510</p> <p>2. Guidelines</p>	<p style="text-align: center;">337. VACATION</p> <p>The Joint Operating Committee (JOC) shall provide vacation days for eligible employees, consistent with the employee's request and convenience while considering the Career Center's operational needs.</p> <p><u>Eligibility</u></p> <p>Vacation time shall be granted in accordance with applicable provisions of any administrative compensation plan, individual employment contracts, collective bargaining agreements, JOC resolution or administrative guideline.</p> <p><u>Application</u></p> <p>Eligible administrative employees must make a request for scheduled vacation to the Executive Director in advance of the desired start date. Special consideration shall be given to emergencies.</p> <p>Eligible classified employees must schedule vacation with the immediate supervisor in advance of the desired start date. Special consideration shall be given to emergencies. Vacation time must be approved by the Executive Director.</p> <p>Specific notice periods for requesting vacation will be distributed annually by the Executive Director.</p> <p><u>Time of Vacation</u></p> <p>Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.</p> <p>References:</p> <p>School Code - 24 P.S. Sec. 510</p>
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