

Twelve-Month Staff Vacations and Holidays

Holidays for 12-month employees shall be indicated on the official school calendar.

Vacation allowance for 12-month employees

(Note: Ten-month and eleven-month directors are not entitled to the vacation benefit)

Annual vacation leave with pay shall be defined in the employee's contract. A maximum of 30 days shall be allowed to accrue.

Upon termination, an employee shall be paid for all unused accrued annual vacation leave to the maximum allowed by Board policy at the employee's daily rate of pay.

Annual vacation leave may be used only to the extent to which it has accrued. Use of annual vacation leave shall require advance approval by the employee's supervisor. As nearly as possible, the time of vacation leave shall be scheduled at the convenience of the employee and in accordance with the needs of the district.

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