



Book	Policy Manual
Section	300 Employees
Title	Vacation
Code	337
Status	Active
Adopted	November 18, 2013

### **Authority**

Administrative and support staff employed to work twelve (12) months or other schedules considered full-time shall be provided paid vacation.

The Board shall provide vacation days for eligible employees, consistent with the employee's request and convenience while considering the district's management and operational needs.[\[1\]](#)

Vacation time shall be granted in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.

All vacation schedules are subject to final approval by the Superintendent.

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