

Central Greene School District

Section ADMINISTRATIVE EMPLOYEESTitle VACATIONCENTRAL GREENE SCHOOL DISTRICTDate Adopted October 21, 1981

Guide		Reference
	337. VACATION	
1. <u>Purpose</u>	Administrative personnel employed to work twelve months or other schedules considered full time shall be provided paid vacation in accordance with this policy.	1 2 3 4 5
2. <u>Authority</u>	Vacations for administrative employees are provided in accordance with these guidelines, consistent with the employee's interest and convenience while considering the operating needs of the district.	6 7 8 9 10
3. <u>Guidelines</u>	A. <u>Eligibility</u>	11
	Vacation time will be granted as follows:	12
	- Full-time employment for one year or more, twenty (20) working days.	13 14 15 16
	- Employment for less than one year shall carry an entitlement of one working day for each twenty (20) days.	17 18 19 20
	B. <u>Application</u>	21
	Eligible employees must make a request for scheduled vacation to the Superintendent at least two (2) weeks in advance of the desired start date. Special consideration shall be given to emergencies. All vacation schedules are subject to final approval by the Superintendent.	22 23 24 25 26 27 28 29
	C. <u>Time of Vacation</u>	30
	Vacations must be taken within the twelve month period during the time when the vacation was earned, except that ten (10) days of earned vacation may be carried over to the next year upon approval of the Superintendent.	31 32 33 34 35 36
	Vacations will normally be scheduled at times when they will not interfere with the normal operation of the school, but in no case may more than five (5) days of vacation be granted while pupils are in attendance at school.	37 38 39 40 41 42 43 44

No more than one principal per level (elementary, middle, secondary) may use a vacation day during the regular school term when school is in session. Also, no more than one administrator from central office (Superintendent, Business Manager) may use a vacation day during this time.

One administrator from central office shall be present at work during the summer when school is not in session.

Payment in lieu of vacation is prohibited.

D. Termination of Employment

An employee who anticipates termination of employment in this district may take accrued vacation prior to the termination date with proper approval as noted. Payment for accrued vacation may be made to the estate of a deceased employee or to a retiring employee.

School Code

§ 1154(e)