

Management, Supervisory and Confidential Personnel

Vacations/Holidays

Administrative and Supervisory Personnel

Vacation allotments shall be granted in terms of the work calendar adopted for each personnel classification.

An employee's request for a specific vacation period, other than the standard school recesses to which the work calendar entitles him/her, may be approved by the chief administrative officer of his/her division. Requests shall be made and approved prior to the taking of such a vacation. If a holiday occurs during this period, it shall be considered as a holiday and not a day of vacation.

No employee may annually take more than the amount of vacation earned during that year unless he/she has the prior written approval of the division head.

Reserving Time

An employee who wishes to reserve a portion of his/her current vacation time for use during the following year must receive prior written approval by the administrator to whom he/she is responsible, the division administrator and the Superintendent.

At the time of separation from service in the District, an employee shall be entitled to his/her accumulated vacation time or cash reimbursement for the unused vacation time. Cash reimbursement shall be made at the employee's daily rate of pay.

Reserved vacation time shall be reimbursed at the employee's rate of pay during the work year in which the vacation time was reserved. In no case shall an employee reserve more than one and one-half (1 ½) year's vacation time.