

TWELVE (12) - MONTH ADMINISTRATIVE PERSONNEL VACATIONS

Administrative, certificated personnel employed on a twelve (12) - month duty basis are entitled to five (5) weeks (twenty-five (25) days) annual vacation. The twelve (12) - month contracts are from July 1 to June 30. In order to provide for internal consistency, the following guidelines should be followed:

- A. Annual earned vacation days numbered twenty-five (25) in addition to school holidays and other days when school offices are closed. Persons assuming duties after July 1 will be entitled to a pro-rated portion of twenty-five (25) days.
- B. Vacation days taken should not exceed the number of vacation days accrued as of that date.
- C. Vacation days must be approved by the Superintendent **(or designee)** and should be taken at times most easily assimilated by the District.
- D. Not more than ten (10) unused vacation days accrued in **the previous school years may be carried forward beyond June 30 August 1** of the next fiscal year.
- E. No more than thirty (30) unused vacation days will be paid to an administrator who is leaving the District. **This Payment for unused vacation days must be recommended by the Superintendent or designee. Payment for unused vacation days will be made to an administrator after he/she has left employment in the District.**
- F. Any exceptions to the above caused by extenuating circumstances must be approved by the Superintendent **or designee**.

Adopted 6/26/06
To Policy Committee 4/28/2014, Revised, Collins
To Board 5/12/2014 1st Reading
To Policy Committee 6/23/2014, Revised, Collins
To Policy Committee 4/25/2016, Revised, Law
To Board 5/9/2016 1st Reading