



Section ADMINISTRATIVE EMPLOYEES

Title VACATION

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

Lackawanna Trail School District

337. VACATION

1. Purpose

Administrative personnel employed to work twelve months or other schedules considered full time shall be provided paid vacation in accordance with this policy.

2. Authority

Vacations for administrative employes are provided in accordance with these guidelines, consistent with the employe's interest and convenience while considering the operating needs of the district.

A. Eligibility

Vacation and holiday time will be granted as follows:

1. There shall be ten (10) paid holidays per year as determined by the school calendar.
2. Vacation days for less than one year employment shall be prorated on the basis of 20 days per year. No vacation will be granted unless employment has been for a minimum of four (4) months.

B. Application

Eligible employes must make a request for scheduled vacation to the Superintendent at least one (1) week 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.

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C. Time of Vacation

Vacations must be taken within the twelve month period following the time when the vacation was earned except that all or part of earned vacation may be carried over to the next school year upon approval of the Superintendent. Vacations will normally be scheduled at times when they will not interfere with the normal operation of the school.

Each full-time administrator earns 20 vacation days and 10 paid holidays per year. Vacation days may accumulate to a maximum of 45 days. All Mondays through Fridays not in attendance or not on school business during the calendar year count as vacation-holidays and are deducted from what is accumulated. No administrator can use such leave days without the Superintendent's prior approval, nor may an administrator take such days prior to earning the vacation-holiday time.

Payment in lieu of vacation is permitted upon approval of the Board only.

D. Termination of Employment

An employe who anticipates termination of employment in this district may take accrued vacation prior to the termination date with proper approval as noted to a maximum of forty-five days.

School Code

sc 1154(e)

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