



Section CLASSIFIED EMPLOYEES

Title VACATION

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

Lackawanna Trail School District

537. VACATION

I. Purpose

Classified employes shall be provided vacations in accordance with the following guidelines.

2. Authority

The Board has the authority and responsibility to establish reasonable guidelines that specify the conditions under which vacation may be taken within the terms of a valid collective bargaining agreement currently in force with a recognized bargaining unit.

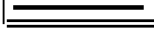
A. Eligibility

Each secretarial employe earns vacation/holidays as per the collective bargaining agreement, accumulated to a maximum of thirty-six (36) days. All Mondays through Fridays not in attendance or on school business during the calendar year count as vacation-holidays and are deducted from what is accumulated. No secretary can use such leave days without her immediate supervisor's prior approval, nor may a secretary take such days prior to earning the vacation-holiday time.

B. Application

Eligible employes must schedule vacation with the immediate supervisor.

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C. Time of Vacation

Vacations must be taken within the twelve (12) month period following the time when the vacation was earned. Vacations will normally be scheduled at times when they will not interfere with the normal operation of the school. Payment in lieu of vacation is prohibited.

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.

Employes not covered by a negotiated contract have vacation time spelled out with their conditions of employment.

School Code

SC 1154(e)

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