

[Rule 4157

PERSONNEL: Professional

Absences, Leaves, Vacations, and Holidays: Vacations

1. In determining vacation schedules, every effort shall be made to comply with the employee's request; however, when there is a conflict between employee work schedules and an individual employee's request, work schedules will take precedence. Vacation requests must be submitted in advance for approval by the appropriate administrator.
2. A vacation in excess of twenty (20) days in one (1) fiscal year requires the approval of the employee's division head. Normally, an extended vacation shall be limited to thirty (30) days. Under unusual circumstances, the Superintendent of Schools may grant permission for a vacation in excess of thirty (30) days, to a maximum of forty-five (45) days, in order to make it possible for the employee to pursue a special project or to take a trip of such duration.
3. At the time of separation, an employee shall be paid for all accumulated vacation time.
4. An employee who becomes seriously ill while on vacation may have his/her vacation extended or take vacation at a later date. A serious illness is one that requires hospitalization or is of a prolonged nature. This illness must be confirmed by the attending physician. The confirmed absence will be charged to the employee's accumulated sick leave.
5. An employee who, while on vacation, has a death in the immediate family, or of a close relative, may have his/her vacation extended or take vacation at a later date. The confirmed absence, up to the prescribed limits, will be charged to the employee's bereavement leave.
6. Any situations not covered by this vacation policy will be given consideration on an individual basis by the Superintendent of Schools.
7. Twelve-month employees new to the system shall receive only those vacation days accrued.

8. A ten-month employee who is appointed to a twelve-month position from September 1 to the close of school or from August 1 to September 1 shall accrue vacation at the prescribed rate beginning at the time of the appointment to the twelve-month position. At the time of the employee's appointment to the twelve-month position, the employee will be provided five (5) days of vacation.

9. A ten-month employee who is appointed to a twelve-month position from the close of school to July 31 shall accrue vacation at the prescribed rate beginning at the time of the appointment to the twelve-month position. At the time of the employee's appointment to the twelve-month position, the employee will be provided ten (10) days of vacation.

Rule
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Superintendent of Schools