

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: VACATION

ADOPTED: November 29, 1985

REVISED: March 20, 2002

# OLD FORGE SCHOOL DISTRICT

	<p style="text-align: center;">337. VACATION</p> <p>1. Purpose Administrative personnel employed to work twelve (12) months or other schedules considered full time shall be provided paid vacation.</p> <p>2. Authority SC 1154 The Board shall provide vacation days for administrative employees consistent with the employee's request and convenience while considering the district's operating and management needs.</p> <p>3. Guidelines Vacation time shall be granted in accordance with provisions of the administrative compensation plan or individual contract.</p> <p>Eligible employees must request scheduled vacation to the Superintendent at least two (2) weeks in advance of the requested date, if possible.</p> <p>All vacation schedules are subject to final approval by the Superintendent.</p> <p><u>Time Of Vacation</u></p> <p>Vacations must be taken within the twelve (12) month period following the time when the vacation was earned.</p> <p>All or ten (10) days of earned vacation may be carried over to the next year.</p> <p>Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.</p> <p>Payment in lieu of vacation is permitted only upon Board approval.</p> <p><u>Termination Of Employment</u></p> <p>An employee who anticipates termination of employment in this district may take accrued vacation prior to the termination date, with proper approval.</p>
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<p>School Code 1154</p>	<p>Payment for accrued vacation may be made to the estate of a deceased employee or to a retiring employee.</p>
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