

CERTIFICATED EMPLOYEE VACATION, HOLIDAYS AND PERSONAL LEAVE

As part of the negotiated agreement, the board shall determine the amount of vacation, holidays, and personal leave that will be allowed on an annual basis for certificated employees.

It shall be the responsibility of the superintendent to make a recommendation to the board annually on vacations, holidays, and personal leave for certificated employees.

The vacation may be taken during the school year provided the vacation will not disrupt the operation of the school district. The employee must submit a vacation request to the superintendent, who shall determine whether the request will disrupt the operation of the school district. In the case of the superintendent's request, the board shall make the determination. Certificated employees who work during the school academic year, whether full-time or part-time, shall have time off in concert with the school calendar.

If a certified staff member requests more than the allowed number of days the superintendent or his/her designee may grant more days due to unforeseen circumstances, if so granted the certified staff member will be docked 1/182nd of their salary for each additional day or partial day used (unpaid leave).

The superintendent or his/her designee may also deny the request for an additional personal day. If the certified staff member chooses to proceed with an additional day they will be docked 1/182nd of their salary and liable for disciplinary action up to and including dismissal or nonrenewal.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the vacations, holidays and personal leave of such employees shall be followed.

Cross Reference: 415.01 Support Staff Vacations, Holidays and Personal Leave
 602.01 School Calendar

Approved _____ Reviewed _____ Revised _____