SUPPORT STAFF VACATIONS, HOLIDAYS AND PERSONAL LEAVE

The board shall determine the amount of vacation, holidays and personal leave that will be allowed on an annual basis for Support Staff.

It shall be the responsibility of the superintendent to make a recommendation to the board annually on vacation and personal leave for support staff.

The vacation may be taken any time during the school year when the vacation will not disrupt the school district operations. The employee must submit a vacation request to the superintendent, who shall be responsible for determining whether the request will disrupt the school district operation.

Support staff will be paid only for the hours they would have been scheduled for the day. Vacation shall not be accrued from year to year without a prior arrangement with the superintendent.

Cross Reference: 410.01 Certificated Employee Vacations, Holidays and Personal Leave
602.01 School Calendar

Approved _____ Reviewed _____ Revised _____