

MONTGOMERY AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: VACATION

ADOPTED: February 16, 1981

REVISED: March 9, 1988

337. VACATION	
1. Purpose SC 1154	Administrative personnel employed to work twelve months or other schedules considered full time shall be provided paid vacation in accordance with this policy. Administrative personnel for the purposes of this policy shall be defined as Superintendent, Business Manager, Building Principal and Building Assistant Principal.
2. Authority	Vacations for administrative employees are provided in accordance with these guidelines, consistent with the employee's interest and convenience while considering the operating needs of the district.
3. Guidelines	<p><u>Eligibility</u></p> <p>Vacation time will be granted as follows: twenty (20) days vacation for full-time employment. Full-time employment shall be according to a calendar schedule of 240 working days per year. Those administrative employees covered by a negotiated contract will be granted vacation benefits in accordance with the current contract.</p> <p><u>Application</u></p> <p>Eligible employees must make a request for scheduled vacation to the Business Manager at least one (1) week in advance of the desired start date. Special consideration shall be given to emergencies. 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 fiscal year during which the vacation time was earned except as noted:</p> <ol style="list-style-type: none"> Administrative employees may accumulate and carry forward up to ten (10) vacation days into the next fiscal year. All other unused vacation time in excess of ten (10) days will be forfeited.

2. Payment in lieu of vacation is permitted upon Board approval only and is limited to a maximum of the per diem value of ten (10) vacation days.

Termination of Employment

An employee who anticipates termination of employment in this district may take accrued vacation prior to the termination date with proper approval as noted. Payment for accrued vacation may be made to the estate of a deceased employee or to a retiring employee.

Effective Date

This policy shall take effect July 1, 1988.