

ADMINISTRATIVE
REGULATION

TURKEYFOOT VALLEY AREA
SCHOOL DISTRICT

VACATION PERIODS

All vacation days are earned by employees each year on a prorated monthly basis.

1. Vacation time is in addition to Board-scheduled and approved holidays.
2. Vacation time granted is based upon years of service in this school district or as specified in Board Policy.
3. Vacation time should be taken in blocks of days; some vacation days may be taken as individual single days or half-days throughout the year.
4. All requests for vacation days shall be submitted in writing to the immediate supervisor of the employee and approved by the supervisor.
5. If at all possible, vacation days shall be approved only when the time proposed does not conflict with a heavy work schedule or other important needs of the District.
6. Vacation days are earned from July to June on a fiscal basis and prorated accordingly for new employees.
7. Vacation days may be used during the year which they are earned, but must be used before December 30 of the year following the year earned. (For instance, an employee who earns ten (10) vacation days during the 2010-2011 fiscal year must use them before December 30, 2011.)
 - a. Employees who have used all of the vacation period, which they would have earned, before the completion of the year of service and who terminate their employment before completing their year of service, shall compensate the District for having had this privilege by having an amount withheld from their last check equal to the amount paid them for these days; by compensating the District in cash; or by working an equal number of days at their regular position for which they would not receive pay because of having been paid for those excess vacation days.
8. Vacation time is noncumulative.

Adopted: October 15, 2012