

SECTION: CLASSIFIED PERSONNEL

TITLE: VACATION

ADOPTED: October 15, 2012

REVISED: 4200

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

537. VACATION

1. Purpose

Classified employees shall be provided vacations in accordance with the following guidelines.

2. Authority
SC 407

The Board has the authority and responsibility to establish reasonable guidelines that specify the conditions under which vacation may be taken.

The Board recognizes the importance of full-time classified personnel having an annual vacation.

3. Guidelines

The Board sets the following allocation of vacation time for classified personnel:

1. Full-time classified employees will be entitled to ten (10) working days of paid vacation following the first year of employment through the completion of the ninth year of employment. A full-time work year is considered to be twelve (12) months, July through June. If a full-time classified employee starts employment during a year, the number of vacation days will be prorated.
2. Fifteen (15) working days of paid vacation shall be granted following the completion of the tenth year of employment.

Vacation time shall be noncumulative.

See Also Administrative Regulation