



LINE MOUNTAIN
SCHOOL DISTRICT

Section ADMINISTRATIVE EMPLOYEES

Title VACATION

LINE MOUNTAIN SCHOOL DISTRICT

Date Adopted September 26, 1979

Date Revised: June 24, 1986

Guide		Reference
	<p style="text-align: center;">337. VACATION</p> <p>1. <u>Purpose</u> Administrative personnel, employed to work twelve months or other schedules considered full-time, shall be provided paid vacation in accordance with this policy.</p> <p>2. <u>Authority</u> 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.</p> <p>3. <u>Guidelines</u></p> <p style="padding-left: 20px;">A. <u>Eligibility</u></p> <p style="padding-left: 40px;">Vacation time will be granted to professional administrators as follows: Full-time employment for one year or more, 20 working days.</p> <p style="padding-left: 40px;">Vacation time will be granted to support service administrators as follows: Full-time employment for one year, 10 working days; for two years, 15 working days; and for three years or more, 20 working days.</p> <p style="padding-left: 20px;">B. <u>Application</u></p> <p style="padding-left: 40px;">Eligible employees must make a request for scheduled vacation to the immediate supervisor at least six weeks 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 style="padding-left: 20px;">C. <u>Vacation Guidelines</u></p> <p style="padding-left: 40px;">All administrators, including the Superintendent, Business Administrator, Principals, and Director of Plant Operation and Maintenance, shall be eligible for vacation after 30 days service to the district. They shall earn vacation credits according to the following schedule:</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>13</p> <p>14</p> <p>15</p> <p>16</p> <p>17</p> <p>18</p> <p>19</p> <p>20</p> <p>21</p> <p>22</p> <p>23</p> <p>24</p> <p>25</p> <p>26</p> <p>27</p> <p>28</p> <p>29</p> <p>30</p> <p>31</p> <p>32</p> <p>33</p> <p>34</p> <p>35</p> <p>36</p> <p>37</p> <p>38</p> <p>39</p> <p>40</p> <p>41</p> <p>42</p> <p>43</p> <p>44</p>

Vacation Per Year	Entitlement Per Month
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10 days	4/5 day
15	1 1/4 days
20	1 2/3 days

Earned vacations shall be scheduled and granted for periods of time requested by the employee, subject to the Superintendent's discretion and responsibilities for maintaining the educational operations.

Any administrator, separated from the service of the district for any reason prior to taking his/her earned vacation days, shall be compensated in a lump sum for the unused vacation he/she has accumulated up to the time of separation, for a maximum of forty (40) days depending on time of separation.

Payment for accrued vacation, meeting above stipulations, shall be made to the estate of a deceased employee.

Unused annual leave may be carried over from one fiscal year to the next, provided that in no case shall the carryover and the yearly entitlement exceed forty (40) days.

Compensation for unused vacation shall be the administrator's regular straight time rate of pay in effect at the time of separation. This straight time rate shall be calculated by dividing the current salary by 260 days.

All accumulated vacation days at the time of this policy adoption and any additional entitlement earned must be used before June 30, 1980 (except twenty (20) carryover days).