

Vacation will be allocated based on a Superintendent-approved schedule to be maintained in the Human Resources Department.

All newly employed or newly promoted full-time, administrative personnel shall be granted their vacation leave for the first year up front which shall be prorated based on status change date. The total vacation available cannot exceed the maximum number of annual vacation days provided by the approved schedule maintained in the Human Resources Department. During each fiscal year of employment, vacation for administrative employees shall continue to be earned throughout the year to be used during the current or next fiscal year or paid off upon termination. Administrators who leave the district will be paid unused vacation.

For administrators who have reached the number of years of service to qualify for additional days of vacation (as per the years of service and number of days of vacation outlined in USPA 5.06), the administrator will receive his/her allocation of additional vacation days up front.

Requests for vacation dates must be submitted in Kronos and approved by the employee's supervisor.

Requests for prior pay period vacation dates must be made via the Leave Request for Previous Pay Period form and approved by the employee's supervisor and submitted to the Executive Director of Human Resources or designee.

Vacation time available for use in one year may be carried over to June 30 of the next fiscal year. Vacation time will not be carried over after June 30 of the following fiscal year without approval of the Superintendent.

An administrator shall be granted up-front any changes in the quantity of vacation days in the administrator's contract pursuant to the schedule maintained in the Human Resources Department.

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