

## Administrative Personnel Other Than the Superintendent

### Administrative Procedure – Vacation Procedure

The vacation procedure for school administrators is as follows:

1. Vacation shall be earned for all twelve-month administrators in the District as follows:

<b>YEARS IN DISTRICT</b>	<b>EARNED WEEKS</b>	<b>EARNED DAYS</b>	<b>DAYS/ MONTH</b>
1 - 10 years	4 weeks (15 vacation; 5 personal)	20	1.667
11 or more years	5 weeks (15 vacation; 10 personal)	25	2.084

2. All years of administrative experience in this District shall be credited toward vacations. Outside administrative experience shall be credited at a ratio of two years of service for one year of credit.
3. Vacation days may be used as earned. The vacation period shall be June 1 through May 31 of each calendar year, and credited vacation days must be scheduled during that period with the exception of five (5) days, which may be accrued.
4. Eligible administrators may not accrue more than 5 days vacation annually.
5. The personal portion will accrue annually and will be paid at half of the administrative substitute rate at time of retirement.
6. If any administrator resigns, retires, becomes unable to work because of illness, or is dismissed, that administrator shall receive, immediately upon termination of employment that portion of vacation to which entitled at the time of leaving.
7. In the final year of service with Board-approved retirement on file, an administrator may retain the vacation designation for the days covered by this policy (1-10 years 4 weeks; 11 or more years 5 weeks).

This policy supersedes all other administrative Board policies regarding vacation benefits of twelve-month administrative employees and shall remain in effect until changed by the Board of Education.

Adopted: 3/23/04

Revised: 3/13/12