

PROFESSIONAL STAFF VACATIONS AND HOLIDAYS

Vacations

Administrative personnel employed on a 12-month basis accumulates vacation at a rate of 1.667 days per month (20 days per year). Management team members in their first year of service as a 12-month administrator are allowed to borrow/use five days or an amount equal to their accrued value of vacation, upon approval of the Superintendent.

A written request for vacation is submitted to the Superintendent or his/her designee for approval. Vacations are allowed, provided they do not hinder the operation of the schools.

The 12-month management team employee may carry over from one contract year to the next 20 days of vacation. The 12-month management team employee can request permission from the Superintendent to carry over an additional 10 days of vacation for a maximum amount of 30 days vacation. Upon separation from service to the Board, the management team employee is paid for the unused vacation earned, but not used, up to a maximum of 30 days.

Holidays

The school calendar, as adopted by the Board, establishes the school recess periods and holidays for all administrators employed on a school-year basis.

Except as holidays have been declared for the District or vacation days have been scheduled, all professional staff members employed on a 12-month basis are expected to work during the recess periods of the school year.

[Adoption date: June 19, 2009]

LEGAL REFS.: ORC 3313.20; 3313.63

CROSS REF.: GCB, Professional Staff Contracts and Compensation Plans