

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). Leadership 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/designee.

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

On July 31 of each calendar year, 12 month leadership team employees will not exceed 60 days of vacation leave balance. Employees may accumulate their current year vacation leave during their contractual year above the 60 day maximum but must use this vacation prior to July 31.

Upon separation from service to the Board, the leadership 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]

[Re-adoption date: November 24, 2014]

[Re-adoption date: May 11, 2015]

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LEGAL REFS.: ORC 3313.20; 3313.63

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