



***Center Area
School District***

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: VACATION

ADOPTED: FEBRUARY 17, 2005

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p> <p>School Code 1154</p>	<p style="text-align: center;">337. VACATION</p> <p>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>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>Eligible employees must make a request for scheduled vacation to the Superintendent in advance of the desired start date. Special considerations shall be given to emergencies. All vacation schedules are subject to final approval by the Superintendent.</p> <p>Vacations must be taken within the twelve-month period following the time when the vacation was earned.</p> <p>Note: Vacation language may be subject to change according to the Act 93 Administrative Compensation Agreement.</p>
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