

SHALER AREA SCHOOL DISTRICT

POLICY 337

SECTION: ADMINISTRATIVE EMPLOYEES
 TITLE: VACATION
 ADOPTED: March 18, 1998
 REVISED:

337. VACATION

1. Purpose Administrative personnel employed to work twelve (12) months shall be provided paid vacation in accordance with this policy.
2. Authority 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.

3. Guidelines

Eligibility

Vacation time will be granted in accordance with the administrator's Act 93 Agreement or individual employment contract.

Application

Eligible employees must make a request for scheduled vacation to the immediate supervisor 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.

Time Of Vacation

Vacations will normally be scheduled at times when they will not interfere with the normal operation of the school.

Termination Of Employment

An employee who anticipates termination of employment in this district may take accrued vacation prior to the termination date with proper approval as noted.

School Code

1154