

Descriptor Term:	Descriptor Code:	Issue Date:	Revised:
PERSONNEL VACATIONS	GBRIC	7-14-87	2-17-97, 1-19-98, 9-21-98, 3.17.2014, 4.25.2016, 2.28.2022

Employees who are employed on a 245 day contract, are allowed 10 days' vacation with pay annually.

Vacation days may be accumulated to fifteen (15) days. Any days over five (5) not taken by the end of each fiscal year will be paid to the employee at the employee's per diem rate for the previous fiscal year.

On retirement any unused vacation days may be paid, ~~on board approval,~~ to the employee at the employee's per diem rate for the previous fiscal year.

Vacation schedules must be approved by the Superintendent prior to being taken.

Holidays as posted on each current year's school calendar, from which twelve month employees may be released from duty, shall be scheduled by the superintendent. Without extra compensation, no twelve month contracted employee shall work in excess of 245 days per fiscal year