

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: VACATION

ADOPTED: October 16, 1997

REVISED:

COUNCIL ROCK SCHOOL DISTRICT

	<p style="text-align: center;">337. VACATION</p> <p>1. Purpose 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>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.</p> <p>3. Guidelines Credit for vacation time shall be accrued and shall be computed each June 30th on the basis of the number of continuous, fiscal years of employment as an administrator in the district.</p> <p>Vacation time may be taken at the administrator's discretion during the fiscal year, subject to the prior approval of the Superintendent who shall approve vacation time that, in his/her opinion, does not seriously interfere with the operation of the district's programs.</p> <p>A maximum number of vacation days that are earned but unused may be accumulated in accordance with the administrative compensation plan.</p> <p>An administrator must make a written request to the Superintendent for accumulation or for use of accumulated vacation days. Approval of such requests shall be at the sole discretion of the Superintendent.</p> <p>Vacation time shall not accrue during the time the administrator is on an approved leave of absence but the approved leave time will not be considered a break in the continuity of years of service for the purpose of this policy.</p> <p>Administrators who enter into employment with the district shall earn vacation time for that portion of the fiscal year worked on a prorated basis. Administrators employed on or prior to the 15th of the month shall receive full vacation credit for the entire month.</p>
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<p>School Code 1154</p>	<p>An administrator may not elect to use all or part of his/her accumulated vacation time immediately prior to or immediately following an approved leave of absence. But an administrator shall be paid for any accumulated vacation time with payment based on his/her current per diem rate of pay, excluding interest.</p> <p>Upon resignation or retirement, the administrator shall receive full payment based on his/her current per diem rate of pay for all accumulated vacation time, not to exceed two (2) fiscal years. Vacation time, less than a complete fiscal year, earned immediately prior to resignation or retirement, will accrue for payment purposes on a monthly prorated basis.</p> <p>Upon the death of an administrator, his/her beneficiary shall receive full payment based on the administrator's current per diem rate of pay for all accumulated vacation time, not to exceed two (2) years. In the event of death prior to the completion of a fiscal year, the administrator's earned vacation time for said year shall accrue for payment purposes on a monthly prorated basis.</p>
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