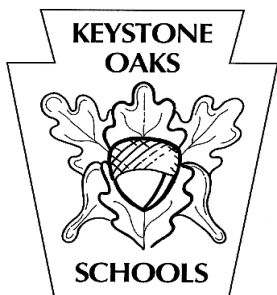


Policy Guide



Policy No. 838

Section OPERATIONS

Title VACATION

Adopted MAY 23, 2017

Revised _____

	<p style="text-align: center;">POLICY NO. 838 VACATION</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 337 AND 537.</p> <p>Section 1 <u>Authority</u></p> <p>The Board shall provide vacation days for eligible employees, consistent with the employee’s request and convenience while considering the District’s management and operational needs.</p> <p>Section 2 <u>Guidelines</u></p> <p><u><i>Eligibility</i></u></p> <p>Vacation time shall be granted in accordance with applicable provisions of the Administrative Compensation Plan, individual employment contracts, Collective Bargaining Agreements or Board resolution.</p> <p><u><i>Application</i></u></p> <p>Eligible administrative employees must make a request for scheduled vacation to the Superintendent or his/her designee in advance of the desired start date. Special consideration shall be given to emergencies.</p> <p>Eligible classified employees must schedule vacation with the immediate supervisor in advance of the desired start date. Special consideration shall be given to emergencies. Vacation time must be approved by the employee’s immediate supervisor.</p>	<p style="text-align: center;">SC 510</p>
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**POLICY NO. 838
VACATION**

Specific notice periods for requesting vacation may be specified in Administrative Procedures or regulations, the Administrative Compensation Plan or applicable Collective Bargaining Agreements.

Time of Vacation

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

References:

School Code – 24 P.S. Sec. 510