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VACATION DAYS

It is desirable that administrators use their allotted vacation time each year. Vacation should be taken within twelve months of the year in which it is earned, but when this is not possible, days may accumulate for reimbursement to the administrator.

The maximum accumulation for this purpose will be the equivalent of two years of allotted days for each administrator. One hundred percent of the allotted days may accumulate from the first year of employment and fifty percent from the second and succeeding years until the maximum is reached.

Upon leaving the school district or at other times determined by the Board of Education, accumulated days will be reimbursed at the administrator's daily salary rate based on the most recent year of employment.

Vacation time will be approved in advance by the Superintendent. The 1980-81 contract year is the first year of eligibility under this policy.

The superintendent, in the course of administering vacation periods of administrators with district-wide twelve-month responsibilities may, at his or her discretion, extend the cut-off date for a period of time not to exceed November 30th, for use of vacation days exceeding the maximum allowable accumulation by no more than five days.

Adopted: July 13, 1981

Adopted: November 9, 1987

Revised: August 18, 2008