

SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: VACATION

ADOPTED: November 15, 2011

REVISED:

	337. VACATION
1. Purpose	Administrative personnel employed to work twelve (12) months or other schedules considered full-time shall be provided paid vacation.
2. Authority	The Board shall provide vacation days for administrative employees consistent with the employee's request and convenience while considering the district's operating and management needs.
3. Guidelines	<p>Vacation time shall be granted in accordance with provisions of the administrative compensation plan or individual contract.</p> <p>Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.</p>