

WILMINGTON AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: VACATION

ADOPTED: August 18, 2014

REVISED:

	337. VACATION
1. Authority	<p>Administrative and support staff employed to work twelve (12) months or other schedules considered full-time shall be provided paid vacation.</p>
SC 510	<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>Vacation time shall be granted in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</p> <p>Eligible employees shall be required to request scheduled vacation to the immediate supervisor in advance of the requested date.</p> <p>Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.</p> <p>All vacation schedules are subject to final approval by the Superintendent.</p>
2. Guidelines	<p><u>Vacations - Support Employees</u></p> <p>Vacations must be taken within the twelve (12) month period following the time when the vacation was earned.</p> <p>In no case may more than one (1) week of vacation be granted while students are in attendance at school.</p> <p>Payment in lieu of vacation shall be prohibited.</p> <p>A support employee who anticipates termination of employment in this District may take accrued vacation prior to the termination date, with proper approval.</p>

References:

School Code – 24 P.S. Sec. 510