

Administrators and other professionally licensed employees on twelve-month appointments are entitled to one month (four weeks) paid vacation annually and shall be encouraged to take it annually. Unless specifically authorized in writing by the Superintendent, unused vacation may not otherwise be accumulated. Vacation days that are carried forward may not be carried forward into a third year.

The Superintendent may request an employee to remain on active duty in the interest of the District for part or all of his/her vacation. In the event of such action by the Superintendent, an employee's vacation time may be carried forward and applied to the next year's vacation.

If an employee does not use all of his/her vacation within the year, the employee may request that up to five unused vacation days may be carried over to the following year. The request shall be made in writing to the Superintendent.

Holidays

District employees are not required to work on legal holidays included in Section 24-2(a), (e) of the School Code. Holidays will not cause a deduction in an employee's time or compensation. If necessary, the District may require a non-certified employee to work on a school holiday during an emergency or for the continued operation and maintenance of District facilities and properties.

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BOARD OF EDUCATION, School Dist. 101, Western Springs, IL

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BOARD OF EDUCATION, School Dist. 101, Western Springs, IL