

STAFF VACATIONS

The Superintendent of Amber-Pocasset School District will arrange vacations for each staff member who qualifies for vacation time. Vacations are to be taken at a time which is mutually agreeable with the superintendent and the employee. When a mutually agreeable time cannot be arranged, the needs of the school must receive first consideration in setting the day(s) of vacation.

After one year of continuous service prior to July 1, staff personnel who work twelve (12) months a year shall receive two weeks (10 working days) paid vacation. Vacations may be taken between June 15 and August 12, unless otherwise approved by the superintendent. Vacation days may not be carried over from one year to the next.

Any employee who is paid for less than forty (40) hours in any pay period other than the first pay period of employment will not receive credit for that pay period in computing his/her vacation benefits at the end of the qualifying period of June 30.

Support personnel of the Amber-Pocasset School District employed on a twelve-month basis shall receive credit for ten days of paid vacation per year, accrued at a rate of one day per month after the first two months of employment.

1. Employees with thirty years of service at the Amber-Pocasset School District will be granted three weeks paid vacation.
2. At the discretion of the superintendent, five earned vacation days may be taken one day at a time during the school year.
3. Vacation time cannot be accumulated or carried over from one school year to the next.
4. Vacation days will be scheduled at the discretion of the superintendent.
5. Those twelve-month employees who were not employed for a full year will have their vacation time pro-rated.