

ADMINISTRATIVE STAFF VACATIONS AND HOLIDAYS

All administrators (excluding the superintendent of schools) and other professional personnel employed on a year-round basis shall be entitled to have annual vacation as set forth in individual contracts.

Ordinarily the administrator will take these days during the summer months or during recess periods of the school year as mutually agreed upon with the Superintendent. All vacations allowed under this policy shall be scheduled in advance and have the approval of the Superintendent.

The purpose of a vacation is to give year round personnel an annual respite from work that they may return to their posts refreshed and ready to assume the responsibilities ahead. Therefore, the MSAD #68 School Board desires that vacation days be used annually. Vacation days shall not be permitted to accumulate from year to year, but with the permission of the Superintendent, unused days may be used the following year.

Year round personnel shall be expected to work during the recess periods of the school year, except for vacation days which have been scheduled or holidays which have been declared for the school system in accordance with the school calendar.

July 1 of any year shall be the employment anniversary date used to calculate the vacation allowance. Legal holidays shall be excluded from consideration in calculating vacation days under this policy.

First Reading: June 2, 1999

Second Reading and Adoption: August 4, 1999