

## **PERSONNEL VACATION**

After one (1) year of employment, Twelve (12) month (261 day) employees are entitled to ten (10) work days of paid vacation to be taken during the summer months between school terms.

The number of employees taking vacation at one time may be restricted at the discretion of the employee's administrator; Employees must request vacation on a separate form. All requests are to be approved by the immediate administrator. Vacation time cannot be accrued from year to year.

After 15 years of employment twelve (12) month (261 day) employees are entitled to 15 work days of paid vacation. 10 days to be taken during the summer months between school terms and five (5) as follows: one (1) extra day during Thanksgiving break, three (3) days during Christmas Break, and one (1) extra day during Spring break.

Added 5-12-2008