

Article IX.A.5.f. Administrator and Middle Management Vacation Policy

A. Twelve-Month Contract

The vacation policy for District administrators and middle managers permits every administrator working a twelve-month contract to receive an annual vacation. District administrators will receive an annual vacation.

Vacation is a benefit that is earned by the employee for each month worked. Twelve-month administrators and middle managers will accrue 1.67 days per month, a total of 20 days per year.

Individuals may accumulate vacation to a maximum of 30 days. No consideration will be given for days accumulated beyond that number. There will not be an annual cut-off date.

Because vacation is an accrued asset and rightfully belongs to the employee, any unused balance upon termination will be paid within the following restrictions: (1) Total days paid may not exceed the annual allotment of 20 days, and (2) Total salary payments plus the amount paid for unused vacation may not exceed the total earnings encumbered for that contract year.

Every administrator and middle manager will have the individual option of using current vacation or carrying a reserve balance for emergencies or travel purposes. The Board, however, believes that an annual vacation is important and necessary for the well-being of each employee. Therefore, each administrator is encouraged to use his/her full vacation each year.

Any administrator and middle manager who has earned vacation while working under a twelve-month contract, and then is changed to another status, will be entitled to the full use of those days earned as approved by the superintendent or his designee.

The time and length of any vacation taken is subject to the approval of the administrator's immediate supervisor.

B. Eleven-Month Contract

Administrators on eleven and twelve-month contracts will be expected to work 223 days during each contract year, according to the policies and procedures described below.

The scheduled working days for eleven and twelve-month administrative contracts will be determined by the Board in the official 243-day District working calendar.

Twelve-month administrators will be excused without loss of pay on scheduled working days under the terms of the District's 20-day vacation policy for twelve-month administrators, as approved by the administrators supervisor.

Eleven-month administrators will be excused without loss of pay on scheduled working days for 20 days each year, as approved by the administrator's supervisor, and including no

more than four such days off during the 188 day contract year for teachers. All such days should be marked "NC" (for non-contract day) on payroll records and absence cards.

Administrators who are not on eleven or twelve-month contracts will be expected to work the total number of days in their annual contract. Such administrators, with supervisory approval, may be excused from work without loss of pay for up to four days during the 188 contract year for teachers, provided they work these days at some other time with supervisory approval. All such days should be marked "NC" (for non-contract day) on payroll records and absence cards.