

Tyrone Area School District

TITLE: VACATION

ADOPTED:

REVISED:

	337. VACATION
1.Purpose	Administrative personnel employed to work twelve months or other schedules considered full time shall be provided paid vacation in accordance with this policy.
2.Authority	Vacations for administrative employes are provided in accordance with these guidelines, consistent with the employe's interest and convenience while considering the operating needs of the district.
3.Guidelines	<p><u>Eligibility</u></p> <p>Twelve month employes (total of 233 actual working days) have four weeks (20 days) vacation which may be accumulated over a two-year period only and used at the discretion of the Management Team member with the Superintendent's approval.</p> <p>Upon retirement, an administrator has the option to be paid the per diem rate for accumulated days in lieu of taking vacation days. If a Management Team member separates from the district, s/he will receive per diem payment for unused vacation days to a maximum of 40 days. If the Board terminates the contract, no payment will be made.</p>
School Code 1154	