

Tyrone Area School District

TITLE: VACATION

ADOPTED:

REVISED:

	<h3>537. VACATION</h3>
1.Purpose	Classified employees shall be provided vacations in accordance with the following guidelines.
2.Authority SC 407	The Board has the authority and responsibility to establish reasonable guidelines that specify the conditions under which vacation may be taken.
3.Guidelines	<p><u>Eligibility</u></p> <p>Vacation will be granted to regular 12-month secretarial/aide and custodial employees if employed prior to February 1st of any fiscal year. Employees with less than one full fiscal year of service but more than three (3) months of service will receive vacation allowance of one (1) week.</p> <p>Employees working in other than 12-month, fulltime positions will receive no vacation.</p> <p>All vacation periods will be governed by administrative regulations in order to provide for efficient operations. Prior supervisory approval is necessary before any vacation may be taken. Summer month vacation should be concluded prior to August 15; however, it is permissible for full-time employees to take one week vacation during the school year, subject to supervisor's and Superintendent's approval, and the availability of qualified substitutes, if needed, and the existing work load. Vacation time <u>cannot</u> be accumulated from year to year.</p>
School Code 407	