

Policy

NORTHERN REGION EDUCATIONAL SERVICES COMMISSION

SCHOOL DISTRICT
SUPPORT STAFF MEMBERS
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VACATIONS

4433 VACATIONS

The Commission believes that it is beneficial to the school district that persons employed to work twelve months a year be given periodic relief from the responsibilities of their position without loss of compensation.

The Board reserves the right to determine the conditions under which vacation time may be taken when not otherwise covered by the terms of a negotiated agreement.

An application for vacation must be presented to the employee's immediate supervisor not less than four weeks before the intended starting date of the vacation. A waiver to that rule may be given in emergency situations. The immediate supervisor will initial his/her acceptance/approval and submit to the Director of Education for final approval of all vacations before they are taken.

Vacation time must be taken when schools are not in session or when the individual may be absent from his/her duties

Vacations will be granted only at times of the year when they will not interfere with the regular operations of the school. Personnel involved with school programs (Principals, supervisors, etc.) will take their vacation time when school is not in session; such as winter break, spring break, summer, etc.

All vacations should be exhausted according to the terms of the employees bargaining agreement of individual contract

Adopted: February 29, 2008

Revised: June 15, 2018

