

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: VACATION

ADOPTED: March 26, 2013

REVISED:

# SOUTHERN FULTON SCHOOL DISTRICT

	<b>337. VACATION</b>
1. Purpose	Administrative personnel employed to work twelve (12) months or other schedules considered full-time shall be provided paid vacation.
2. Authority	The Board shall provide vacation days for administrative employees consistent with the employee's request and convenience while considering the district's operating and management needs.
3. Guidelines	<p>Vacation time shall be granted in accordance with provisions of the administrative compensation plan or individual contract.</p> <p>Eligible employees must request scheduled vacation to the immediate supervisor.</p> <p>All vacation schedules are subject to final approval by the Superintendent.</p> <p><u>Time Of Vacation</u></p> <p>Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.</p> <p><u>Termination Of Employment</u></p> <p>An employee who anticipates termination of employment in this district may take accrued vacation prior to the termination date, with proper approval.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>