

VACATION LEAVE

Supervisory and Confidential Personnel

Supervisory and confidential employees shall accumulate vacation as determined by the Board of Education at the regular rate of pay at the time vacation is taken, except earned vacation shall not become a vested right until the completion of the initial one year of employment.

Normally, vacation may be taken any time following the period in which it is earned, with the approval of the employee's immediate supervisor. All vacation not used following the year in which it is earned may be paid to the employee at the end of that school year. Ten and 11 employees will normally take vacation during the year in which it is earned and whenever possible during Christmas and spring school vacation periods. Any exception must have the approval of the employee's management-level supervisor.