

# EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: ~~ADMINISTRATIVE~~  
EMPLOYEES

TITLE: VACATION

ADOPTED: August 19, 2002

REVISED:

<p>1. Purpose</p> <p>2. Authority SC <u>1154510</u></p> <p>3. Guidelines</p> <p>School Code <u>1154510</u></p>	<p style="text-align: center;">337. VACATION</p> <p><del>Administrative personnel and support staff</del> <u>Personnel</u> employed to work twelve (12) months or other schedules considered full time shall be provided paid vacation <u>in accordance with Board policy.</u></p> <p><del>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.</del> <u>The Board has the authority and responsibility to establish reasonable guidelines that specify the conditions under which vacation may be taken.</u></p> <p>Vacation time shall be granted in accordance with provisions of the <u>employee's administrative</u> <del>respective</del> compensation plan, <del>or</del> individual contract, <u>or collective bargaining agreement.</u></p> <p><u>Eligible employees must schedule vacation with the immediate supervisor or principal in advance of the desired start date. Special consideration shall be given to emergencies.</u></p> <p>All vacation schedules <u>must recognize the district's operating needs and</u> are subject to final approval by the Superintendent <u>and/or designee.</u></p> <p><u>Time Of Vacation</u></p> <p><del>Vacations should be scheduled at times when they will not interfere with the operations of the school.</del></p>
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