

Policies of the Board of Education

Section C General School Administration

300.27

ADMINISTRATOR VACATION GUIDELINES

Administrative vacations are important to the overall health and well-being of the administrator as a person and to the organization as a whole. Thus, all administrator vacations shall be taken within the given contract year unless other arrangements have been made with the Board.

The District Administrator shall schedule vacation time outside the student and teacher work year, preferably during the summer months whenever possible. The administrator shall report vacation time to the Board President. Exceptions may occur by agreement with the Board President.

The District Administrator will submit vacation day requests to the Administrative Assistant. At the end of the school year, prior to the next contract year (which begins on July 1), the District Administrator will submit an accounting of vacation day usage for the contract year to the Board President.

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Adopted by the School Board 10/18/93

Revised by the School Board 07/08/96