

<b>BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</b>
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Section: ADMINISTRATIVE EMPLOYEES

Title: VACATION

Date Adopted: August 17, 1981

Date Last Revised: February 18, 2003

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**337. VACATION**

- .1 Administrative personnel employed to work twelve months or other schedules considered full time shall be provided paid vacation in accordance with this policy.
- .2 Vacations for administrative employees are provided in accordance with these guidelines, consistent with the employee’s interest and convenience while considering the operating needs of the district.
- .3 Eligibility – Full time administrative employees will be granted vacation time of fifteen (15) working days in addition to the regular teacher vacation days consistent with the school calendar.
- .4 Application – Eligible employees must make a request for scheduled vacation to the Superintendent prior to May 1 of each year. Special consideration shall be given to emergencies. All vacation schedules are subject to final approval by the Superintendent.
- .5 Time of Vacation – Vacations must be taken within the twelve-month period following the time when the vacation was earned.
- .6 Vacations will normally be scheduled at times when they will not interfere with the normal operation of the school, but in no case may more than one week vacation be granted while pupils are in attendance at school without Board approval.
- .7 Payment in lieu of vacation is prohibited.
- .8 Termination of Employment – An employee who anticipates termination of employment in this district may take accrued vacation prior to the termination date with approval as noted.