

SHALER AREA SCHOOL DISTRICT

POLICY 537

SECTION: CLASSIFIED EMPLOYEES
 TITLE: VACATION
 ADOPTED: February 18, 1998
 REVISED:

537. VACATION

1. Purpose Classified employs shall be provided vacations in accordance with district guidelines.

2. Authority The Board has the authority and responsibility to establish reasonable
 SC 407 guidelines that specify the conditions under which vacation may be taken within the terms of a valid collective bargaining agreement currently in force.

3. Guidelines Application

 Eligible employees must schedule vacation with the immediate supervisor in advance of the desired start date. Special consideration shall be given to emergencies. All vacation schedules must recognize the operating needs of the district and are subject to final approval by the Superintendent.

Time Of Vacation

 Vacations will normally be scheduled at times when they will not interfere with the normal operation of the school.

Termination Of Employment

 An employer who anticipates termination of employment in this district may take accrued vacation prior to the termination date with proper approval, as noted.

School Code
 407

