

EMPLOYEE VACATION - HOLIDAYS

The board will determine the amount of vacation and holidays that will be allowed on an annual basis for employees.

Only twelve-month employees are eligible for vacation. The vacation may be taken during the school year provided the vacation will not disrupt the operation of the school district. The employee must submit a vacation request to his/her immediate supervisor, who will determine whether the request will disrupt the operation of the school district. In the case of the superintendent's request, the board will make the determination.

Employees may accrue vacation days up to the number of days that they would have earned in the previous contract year. Unused vacation over that eligible for accrual is lost.

Upon separation from the district, treatment of vacation will be mutually agreed upon between the employee and supervisor or in the case of the superintendent, the employee and board.

The requirements stated in the employee handbook for employees in that certified collective bargaining unit and the board regarding vacations and holidays of such employees will be followed.

It is the responsibility of the superintendent to make a recommendation to the board annually on vacations and holidays for employees.

Legal Reference: Iowa Code §§ 1C; 4.1(34); 20

Cross Reference: 601.1 School Calendar

Approved 03/07/2022

Reviewed _____

Revised _____