

Personnel

Series 400

Policy Title Licensed Employee Vacation - Holidays - Personal Leave

Code No. 409.1

Only twelve-month licensed employees are eligible for vacation.

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

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 ten days of their annual vacation. 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 Master Contract between employees in that certified collective bargaining unit and the board regarding the vacations, holidays and personal leave of such employees will be followed.

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

Reviewed: May 19, 2008
June 3, 2013
July 17, 2017

Iowa Code §§ 1C.1-.2; 4.1(34); 20.9 (2007).

Amended: December 14, 1987
February 13, 1989
April 3, 2006
June 2, 2008

Cross Reference: 312.3-E1 - Fringe Benefits - Administrators/Supervisors
414.1 - Vacation-Classified
601.2 - School Calendar