

Personnel

Series 400

Policy Title Employee Vacation - Holidays

Code No. 409.1

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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 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 employee handbook for employees in that certified collective bargaining unit and the board regarding vacations and holidays 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

September 8, 2020

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