

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
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Section: CLASSIFIED EMPLOYEES

Title: VACATION

Date Adopted: August 17, 1981

Date Last Revised: June 16, 2003

537. VACATION

- .1 Classified employees shall be provided vacations in accordance with the following guidelines.
- .2 The Board has the authority and responsibility to establish reasonable guidelines that specify the conditions under which vacation may be taken.
- .3 Eligibility
 - .31 Vacation time will be granted for all classified personnel employed for fifty-two (52) weeks per year as follows:
 - .311 during the first year of employment, one (1) day after each three (3) months of employment following the probationary period (maximum of four (4) days)
 - .312 during second through tenth year of employment, two and one-half (2 ½) days after each three (3) months of employment (maximum of ten (10) days)
 - .313 an additional five (5) days of vacation will be allowed for all such employees who have eleven or more years of service in the district (maximum yearly vacation shall not exceed fifteen (15) working days).
 - .32 Earned vacation may not be carried forward unless waived in writing by the Superintendent.
 - .33 The Superintendent may approve the use of unearned vacation time if the employee signs a statement agreeing that, if he/she resigns, prior to

earning the used time, an amount equal to that paid for the unearned vacation leave shall be deducted from the final paycheck.

.34 Vacation time is not provided for regularly employed, but less than fifty-two (52) week employees.

.4 Application

.41 Eligible employees must schedule vacation days with the immediate supervisor at least two (2) weeks in advance of the desired start date. Special consideration shall be given to emergencies.

.42 All vacation schedules must recognize the operating needs of the district and are subject to final approval by the Superintendent or his/her designee.

.5 Time of Vacation

.51 Vacations must be taken within the twelve-month period following the time when the vacation was earned.

.52 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.

.53 Vacation will normally not be granted during the week immediately before the start of a new school year, or the week immediately following the close of a school year.

.54 Payment in lieu of vacation is prohibited.

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