

# CONNELLSVILLE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: VACATION

ADOPTED: December 20, 2006

REVISED:

	<b>337. VACATION</b>
1. Purpose	Administrative personnel employed to work twelve (12) months or other schedules considered full time shall be provided paid vacation.
2. Authority	The Board shall provide vacation days for administrative employees consistent with the employee's request and convenience while considering the district's operating and management needs.
3. Guidelines	<p>Vacation time shall be granted in accordance with provisions of the Fringe Benefits and Compensation Agreement or individual contract.</p> <p>Eligible employees must request scheduled vacation to the immediate supervisor in advance of the requested date.</p> <p><u>Time Of Vacation</u></p> <p>Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.</p>