

AR 4361.1 Holiday and Vacation Leave for Certificated Management Employees

Administrators on twelve (12) month contracts shall receive all the legal and local holidays (14 days) and twenty-two (22) vacation days at any time during the year that is agreeable to the individual administrator and the Superintendent, subject to review by the Board of Trustees. When the total of earned and unused days reaches forty (40) vacation days for the administrator's position, accrual of vacation days shall cease until the total of earned and unused days drops below forty (40) vacation days. Certificated management employees may cash out vacation days with supervisor approval up to ten (10) days per year.

Certificated administrators with individual employment contracts with the Governing Board shall receive the above legal and local holidays, plus a number of vacation days and cash out provisions specified in the individual contract.

Board Approved:

May 26, 2022

August 14, 2007

Effective Date: August 19, 2004