

ADMINISTRATIVE VACATIONS

Full time administrative staff (twelve-month employees) who are entitled to vacation leave must submit requests for such leave to the Superintendent or designee at least one (1) week in advance of the week or weeks in which the vacation leave is requested, unless otherwise approved by the Superintendent or designee.

Unless otherwise provided in an administrative contract of employment, accrued but unused vacation leave shall not accumulate from year to year, nor shall it be redeemable for payment upon retirement or other separation from employment.