

3.15.9 -- VACATIONS - CERTIFIED AND NONCERTIFIED

The vacation policy which will pertain to all certified **twelve**-month employees applies as follows:

Employees who are employed on a 12 month contract are allowed two weeks vacation with pay annually.

Vacation schedules must be approved by the Superintendent (or designee).

Vacation entitlement is earned from July 1 to June 30. This vacation may be taken beginning July 1 of the year earned and should be taken not later than June 30 of the following fiscal year. Unused vacation leave up to **ten** days will be carried over to a new fiscal year. Effective July 1, 2012, the maximum accumulation of vacation days, including the final year of service with the Van Buren School District, will be **twenty** days. If an employee resigns or leaves his/her teaching position for any reason before the end of the school year, the district may deduct from his/her last paycheck full compensation for any day of vacation used in excess of the number of days earned.

The Van Buren School District does not pay employees for unused vacation days.

Approved by Board of Education 8/14/84
Amended by Board of Education 11/08/11