

SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: VACATION

ADOPTED: April 18, 2002

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Guidelines</p>	<p style="text-align: center;">337. VACATION</p> <p>Administrative personnel employed to work twelve (12) months or other schedules considered full time shall be provided paid vacation.</p> <p>The Joint Operating Committee shall provide vacation days for administrative employees consistent with the employee's request and convenience while considering the center's operating and management needs.</p> <p>Vacation time shall be granted in accordance with provisions of the individual employee contract.</p> <p>Eligible employees must request scheduled vacation to the designated administrator at least six (6) weeks in advance of the requested date. Special consideration shall be given to emergencies.</p> <p>All vacation schedules are subject to final approval by the Administrative Director.</p> <p><u>Time Of Vacation</u></p> <p>Vacations for administrative employees who have direct contact with students must be taken during the summer vacation following the time when the vacation was earned, except for the Coordinators of Cooperative Education. All employees shall take one (1) week of vacation the week of July 4 plus one (1) day, either the Friday preceding July 4 or the Monday following July 4. Exceptions to this may be allowed for the data processing and business departments when work loads demand such changes.</p> <p>Vacations for administrative employees who do not have direct contact with students, may schedule their vacation during the summer vacation following the time when the vacation was earned or at any time during the school year following the year when the vacation was earned.</p> <p>Payment in lieu of vacation is prohibited.</p>
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Termination Of Employment

An administrator who terminates his/her employment during the school year is entitled to vacation calculated on a prorated basis. Administrators resigning at the end of a school year will be required to work through the last day students are scheduled to be in attendance, even though this reduces the number of vacation days they are entitled to. They shall not be paid for such days of vacation lost.

Payment for accrued vacation may be made to the estate of a deceased employee or to a retiring employee.