

SUN AREA TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: VACATION

ADOPTED: June 20, 2002

REVISED:

	<p style="text-align: center;">537. VACATION</p> <p>1. Purpose Classified employees shall be provided paid vacation days in accordance with Joint Operating Committee policy.</p> <p>2. Authority SC 1850.1 The Joint Operating Committee has the authority and responsibility to establish reasonable guidelines that specify the conditions under which vacation may be taken.</p> <p>3. Guidelines Vacation time shall be granted for all classified employees as per the appropriate Salary and Fringe Benefit Schedule. If the employee has been employed less than the full year but was employed on the last day of the fiscal year, the number of days vacation will be calculated on a prorated basis by multiplying the fraction ten/twelfths by the number of months worked in the center's fiscal year. If the resulting calculation involves a decimal less than .5, it shall be dropped; if the resulting decimal is .5 or greater, the number of days will be rounded off to the next highest number of days.</p> <p>Eligible employees must schedule vacation with the immediate supervisor at least three (3) weeks in advance of the desired start date. Special consideration shall be given to emergencies.</p> <p>All vacation schedules must recognize the center's operating needs and are subject to final approval by the Administrative Director or designee.</p> <p><u>Time of Vacation</u></p> <p>Vacations must be taken when students are not in session. All employees except the custodial staff 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 are allowed for the data processing and business departments when work loads demand such change.</p>
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<p>School Code 1850.1</p>	<p><u>Termination Of Employment</u></p> <p>An employee who anticipates termination of employment may take accrued vacation prior to the termination date, with proper approval.</p> <p>Payment for accrued vacation may be made to the estate of a deceased employee or to a retiring employee.</p>
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