

# WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: VACATION

ADOPTED: February 25, 2002

REVISED: March 23, 2015

<p>1. Authority</p> <p>SC 510</p>	<p style="text-align: center;">337. VACATION</p> <p>Administrative and classified staff employed to work twelve (12) months or other schedules considered full-time shall be provided paid vacation.</p> <p>The Board shall provide vacation days for eligible employees, consistent with the employee's request and convenience while considering the district's management and operational needs.</p> <p>Vacation time shall be granted in accordance with applicable provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</p> <p>Eligible administrative employees must request scheduled vacation to the Superintendent in advance of the requested date.</p> <p>Eligible classified employees must request scheduled vacation to the immediate supervisor in advance of the requested date.</p> <p>Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.</p> <p>All vacation schedules are subject to final approval by the Superintendent.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>
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