



Staff Vacation Days

Year-round employees shall be entitled to annual paid vacation days with the understanding that these vacation days may be taken during any school year provided usage does not exceed the rate of days being earned.

Where the employee does not use all of the vacation time in any year of employment, five (days) will be allowed to be automatically carried forward to the following vacation year. These five carry-over days must be used prior to September 1.

Any other unused vacation entitlement beyond these five days carry-over that has not been taken in a school year may not be accumulated nor will there be compensation in lieu of vacation except if required by law, unless there has been pre-approval of a special or unexpected circumstances. In these instances, the employee must make a formal request by May 1 to carry forward up to an additional five days (for a maximum total of ten carried forward) to the following vacation year. Any additional carry-over days must be used prior to September 1.

A request for additional days carried forward must be made to the Superintendent and outline the reason for the surplus of vacation days and the challenge in using them prior to June 30. In the case of the Superintendent personally requesting additional carry-over days, the request must be made to the Board of Trustees.