

# FERNDALE AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: VACATION

ADOPTED: FEBRUARY 20, 2008

REVISED:

<b>337. VACATION</b>	
<b>1. Purpose</b>	<b>Administrative personnel employed to work twelve (12) months shall be provided paid vacation.</b>
<b>2. Authority</b>	<b>The Board shall provide vacation days for administrative employees consistent with the employee's request and convenience while considering the district's operating and management needs.</b>
<b>3. Guidelines</b>	<b>Vacation time shall be granted in accordance with provisions of the Administrator/Supervisor Compensation Package or individual contract.</b> <b>All vacation schedules are subject to final approval by the Superintendent.</b> <b>Vacations normally will be scheduled at times when they will not interfere with the normal operation of the school.</b>