



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	ADMINISTRATIVE EMPLOYEES
TITLE:	VACATIONS FOR TWELVE-MONTH ADMINISTRATIVE EMPLOYEES
ADOPTED:	03/27/2019
REVISED:	

337 – VACATIONS FOR TWELVE-MONTH ADMINISTRATIVE EMPLOYEES

Section 1. Schedule

- a. The following schedule will prevail for twelve-month employees:
 - 1. Up to ten (10) years – Twenty (20) days
 - 2. Ten (10) years or more – Twenty-five (25) days
- b. Vacation requests are submitted for approval to immediate supervisors through the electronic system used by the District.
- c. Vacations of principals and assistant principals shall not be scheduled during the week following the close of school, nor during the week preceding the opening of school.
- d. Employees working less than twelve (12) months shall not have annual paid vacations.

Section 2. Unused Vacation Time – Twelve Month Employees

- a. Compensation will be pro-rated for the vacation entitlement accrued as of the date of termination.
- b. Annually, up to ten (10) unused vacation days may be rolled over at the end of each calendar year, up to ten (10) accrued days may be sold back at the end of each calendar year as specified by IRS guidelines, and up to (5) days being accrued may be sold at the beginning of the new calendar year, following the established procedures.

Replaces Policy:
5150