



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	CLASSIFIED, CONFIDENTIAL, AND PARAPROFESSIONAL EMPLOYEES
TITLE:	VACATION AND HOLIDAY ENTITLEMENTS – TWELVE-MONTH CLASSIFIED, CONFIDENTIAL, AND PARAPROFESSIONAL EMPLOYEES
ADOPTED:	03/27/2019
REVISED:	

537 – VACATION AND HOLIDAY ENTITLEMENTS – TWELVE-MONTH CLASSIFIED, CONFIDENTIAL, AND PARAPROFESSIONAL EMPLOYEES

Section 1. Guidelines

a. Vacation and Holiday Entitlements

1. Vacation and holiday entitlements shall be allowed for all classified, confidential, and paraprofessional employees in accordance with their Collective Bargaining Agreement or compensation plan for those not a member of a Collective Bargaining Agreement.
2. Vacation requests are submitted for approval to immediate supervisors through the electronic system used by the District.
3. Employees working less than twelve (12) months shall not have annual paid vacations.

b. Unused Vacation Time

1. Compensation will be pro-rated for the vacation entitlement accrued as of the date of termination.
2. Confidential employees, annually, may roll over up to ten (10) unused vacation days at the end of each calendar year, sell back up to ten (10) accrued days as per IRS guidelines at the end of each calendar year, and sell up to (5) days being accrued at the beginning of the new calendar year, following the established procedures.

Replaces Policy:
5460