

PROFESSIONAL STAFF VACATIONS AND HOLIDAYS

School Year Personnel

The school calendar as adopted by the school district will establish the school recess periods and holidays for certificated staff members employed on a school year basis.

Administrators

Regular full-time administrators employed on a full year basis shall be entitled to twenty (20) days of vacation per year plus all school district vacations/holidays approved for teachers and classified staff. Unused vacation time cannot be carried over beyond one-half (1/2) of the vacation time earned during the preceding year. In the event of the termination or dismissal of an employee, or should the employee resign prior to the expiration of the employee's contract, all accrued vacation will be forfeited unless the District otherwise makes an agreement with the employee for payment of the accrued vacation.

EMPLOYEE ACKNOWLEDGMENT OF VACATION LEAVE POLICY

I have received and had an opportunity to review the District's vacation leave and forfeiture policy as applicable, GCC/GDD. I am aware of the vacation leave that I will receive, the limitations on the accrual of vacation, and the provisions for forfeiture of vacation.

Dated: _____, 20____.

Employee

Hot Springs County School District #1
415 Springview Street
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