

Raymond School District Policy - GCEC

ADMINISTRATORS' VACATIONS

For the purpose of this policy, Raymond School District Administration shall mean:

Superintendent of Schools
Business Administrator
Building Principals
Director of Special Education
Director of Technology
Director of Facilities

1. Administrators are entitled to four weeks (20 days) vacation per year.
2. Administrators who have completed seven (7) full consecutive years of service to the District as a full-time administrator are entitled to an additional week (5 days) of vacation per year. This additional week shall not be taken consecutively with the other four weeks of vacation.
3. All vacation schedules will be subject to the approval of the Superintendent of Schools. Vacations of longer than five (5) days taken by the Superintendent will be subject to the approval of the School Board.
- ~~4. All accrued vacation days must be used on or before August 31 following the close of the school year.~~
- 4. Accrued vacation days must be used as follows:**
 - a. Each year, the Director of Facilities must use all accrued vacation days on or before August 31 following the close of the school year.**
 - b. For the 2016-17 school year, administrators other than the Director of Facilities must use all accrued vacation days on or before August 31 following the close of the school year.**
 - c. For the 2017-18 and subsequent school years, administrators other than the Director of Facilities must use all accrued vacation days on or before June 30 of that year.**
5. Any District administrator who requests additional time to be absent from duty must have written approval of the Superintendent. Additional time to be absent from duty by the Superintendent must be approved by the School Board. Such time absent, if approved, will be deducted from his/her salary.

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