

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~~ **Student Services**
Director of Technology
Director of **Safety and** Facilities
Curriculum Coordinator

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. **It is highly encouraged that** all accrued vacation days ~~must~~ be used on or before August 31 following the close of the school year. **Administrators unable to use all available vacation days by August 31 may carry over up to 5 vacation days during the school year. These 5 days must be used by June 30 of that same school 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.

Adopted: December 7, 1989

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R/R: 9/20/01

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