

MANAGEMENT TEAM EMPLOYEES, VACATION FOR

Management Team employees are assigned to positions allocated to an annual work year.

Twelve-month personnel are paid for 225 work days, plus paid holidays and 22 vacation days

Designated Management Team employees shall not use more than the maximum number of vacation days allocated to their particular position. The vacation time will be scheduled with the immediate supervisor to meet the preference of the employee but actual dates will be subject to the maintenance of adequate staffing to continue district operations. Vacation days may be granted in advance to meet unusual circumstances only upon the written approval by the Superintendent.

Employees are responsible for using their accrued vacation on an annual basis. Vacation days will be deducted as indicated on the Management Team employee's work year grid unless paperwork is completed to change dates. Paperwork consists of the **"Request For Change of Work Grid"** accompanied by the employee's current work grid with highlighted changes.

Up to twenty-two days may be carried over for extraordinary circumstances with prior written approval of the immediate supervisor and the Superintendent. The balance of days over twenty-two shall be automatically paid off at the end of the current school year.