

**POLICY RELATING TO PERSONNEL MANAGEMENT**

***SUPERINTENDENT AND EXECUTIVE STAFF VACATION POLICY***

The District does not have a vacation buy back program, and, therefore, employees covered by this policy must use their accrued vacation leave before the end of the contract or work year in which the vacation was accrued. Requests for vacation leave shall not be unreasonably denied.

The Superintendent and members of the Executive Staff\*, who accrue vacation time under their contracts, may, with authorization, carry forward up to five accrued vacation days each into the following contract year in the event that such person is unable to take his/her vacation due to work commitments.

A member of the Executive Staff who wishes to carry forward up to five days of accrued vacation leave shall make a written request to the Superintendent of Schools with an explanation of the reason(s) why he/she cannot take his/her remaining accrued vacation days within the contract year. Such request must be made on or before the first day of the last month of the contract year. The Superintendent shall respond in writing to such a request and either approve or deny the request to carry forward vacation. If the Superintendent denies the request, such denial shall include a list of the work day(s) that the member may take for those remaining work days.

If the Superintendent wishes to carry forward up to five days of accrued vacation leave, he/she shall make a written request to the School Committee with an explanation of the reason(s) why he/she cannot take his/her remaining accrued vacation within the contract year. Such request must be made no later than the last scheduled School Committee meeting before the first day of the last month of the contract year. The School Committee shall respond to such a request and either approve or deny the request to carry forward vacation. If the Committee denies the request, such denial shall include a list of the work day(s) that the Superintendent may take for those remaining work days.

Vacation is earned in relation to time served in a given year. If the employee's service ends prior to the expiration of his/her contract, the accrued vacation benefit shall be adjusted to the proportion of time served.

In the event of a conflict between this policy and an existing employment contract, the terms of the employment contract shall govern.

\*Executive Staff is defined as Directors and Business Manager.

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Second Reading:	03/01/06

Amendment First Reading:	04/09/07
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