

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: ADMIMISTRATIVE  
EMPLOYEES

TITLE: VACATION

ADOPTED: October 14, 1991

REVISED:

<b>337. VACATION</b>	
1. Purpose	Administrative personnel employed to work twelve (12) months or other schedules considered full-time shall be provided paid vacation in accordance with this policy.
2. Authority	Vacations for administrative employees are provided in accordance with these guidelines, consistent with the employee's interest and convenience while considering the operating needs of the district.
3. Guidelines	All twelve-month administrators will be granted twenty (20) vacation days per year. An employee is permitted to carry over five (5) unused days of vacation into the next calendar year. The additional days above five (5) will be converted to sick leave.
School Code 1154	