

Staff Personnel

Vacations

411.1 Full-time administrators who work twelve (12) months a year shall be entitled to three (3) weeks of paid vacation each year.

411.2 Full-time non certificated employees who work twelve (12) months per year shall be entitled to paid vacation as follows:

the first through third full
years of service. 10 days

the fourth and subsequent
full years of service. 15 days

Part-time non certificated employees who are contracted for twenty-five hours or more per week and work full-time during the summer months shall be entitled to one day of paid vacation after each month of work up to five days per year. The paid vacation will be at the rate of their part-time per day hours.

New employees through the ninth year of service5 days
Employees of the tenth year and subsequent year and after..... 10 days

411.3 Vacation time shall not accrue and may not be carried over from one year to the next. Qualifying employees shall not take more than half of their vacation days during the scheduled school time. The superintendent shall establish vacation schedules. Employees shall ask at least three days in advance. The superintendent or board of directors may arrange special exceptions.

Date of Review: 6-25-90, 11-15-93, 12-16-96, 02-17-03, 02-19-07
Date of Review and Revision: 08-16-99, 01-22-01

LEGAL REFS.: Chapter 279.8, Code of Iowa