

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE
UNIT EMPLOYEES**

TITLE: VACATION

ADOPTED: NOVEMBER 20, 2002

REVISED:

337. VACATION	
1. PURPOSE	Administrative personnel employed to work twelve (12) months or other schedules considered full time shall be provided paid vacation.
2. AUTHORITY	The Board shall provide vacation days for administrative employees consistent with the employee's request and convenience while considering the intermediate unit's operating and management needs.
3. GUIDELINES	<p>Vacation time shall be granted in accordance with provisions of the administrative compensation plan or individual contract.</p> <p>Eligible employees must request scheduled vacation in advance of the requested date.</p> <p>All vacation schedules are subject to final approval by the Executive Director.</p> <p><u>Time of Vacation</u></p> <p>Vacation days may not be extended beyond July of the succeeding fiscal year.</p> <p>Vacations normally will be scheduled at times when they will not interfere with the normal operation of the intermediate unit.</p>

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