

**LUZERNE  
INTERMEDIATE  
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE  
UNIT EMPLOYEES-  
SUPPORTIVE SERVICES**

**TITLE: VACATION**

**ADOPTED: NOVEMBER 20, 2002**

**REVISED: OCTOBER 22, 2014**

537. VACATION	
1. Purpose	Classified employees shall be provided paid vacation days in accordance with Board policy.
2. Authority SC 510	The Board has the authority and responsibility to establish reasonable guidelines that specify the conditions under which vacation may be taken.
3. Guidelines	<p>Vacation days with pay shall be granted by the Board in accordance with the terms of an applicable collective bargaining agreement.</p> <p>Eligible employees must schedule vacation with the immediate supervisor in advance of the desired start date. Special consideration shall be given to emergencies. All vacation schedules must recognize the intermediate unit's operating needs and are subject to final approval by the Executive Director or designee.</p> <p><u>Time of Vacation</u></p> <p>Vacation must be taken within the twelve month period following the time when the vacation was earned.</p> <p>Vacations will normally be scheduled at times when they will not interfere with the normal operation of the intermediate unit programs.</p> <p>There shall be no payment for unused vacation time other than regular salary.</p>
School Code 510	