

**POLICY:** GDBE  
Approved: August 23, 1976  
Reviewed: January 15, 1991  
Revised: January 22, 1996  
Revised: November 26, 2001

## **VACATION POLICY**

Full time non-certified staff: Vacations are determined by existing labor agreements and non-represented employees' contracts or the employment guideline booklet.

Vacation days are non-cumulative and therefore must be used each year. Administrative staff may carry over five (5) unused vacation days to the subsequent year of employment.

Vacations may be taken during the school year if time and work schedules permit. All vacations must be cleared through the District Administrator.

CROSS REFERENCE: Current Employee Agreement(s)