

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: GCBE

PROFESSIONAL STAFF VACATIONS

Twelve month administrators will receive twenty (20) vacation days per year. Vacation days will be earned at the rate of one and one-half (1-1/2) days per month with one day added on December 31 and one day added on June 30.

Administrators are urged to take vacation days during the year they are earned. In the event vacation days are not taken during the year earned, unused days may be carried to the succeeding year, but those not used by the end of that contract year are lost. Vacation schedules must be submitted to, and approved by, the Superintendent of Schools.

Requests for vacations for a period of time exceeding three (3) days should be submitted to the Superintendent at least thirty (30) days preceding the planned vacation period.

Adoption Date: May 25, 1977

Legal Ref:

Cross Ref: