

LICENSED PERSONNEL VACATIONS AND TRIPS

1. Leaves not to exceed five school days may be granted.
2. The employee will agree not to use personal leave to extend the leave beyond five days.
3. Such leaves will be without pay unless personal leave is used.
4. Such leaves shall be granted only after the employee has completed two consecutive years of service to the district.
5. Such leave will not be granted at the beginning or ending of the school year, just prior or following scheduled school vacations, and during periods in which parent conferences are scheduled.
6. Such leave shall be granted to an employee only once during a four year period.

Approved:       October 22, 1990  
Reviewed:       May 11, 2015  
Revised: