

Administrators' Vacations and Holidays

Alva Independent Schools offers vacation days to its administrators. At the beginning of each year, each employee is granted his/her vacation time for the entire year.

Upon being employed by the district, twelve (12) month administrative personnel are awarded twenty (20) days of paid vacation per year. Paid vacation period begins on July 1 (the beginning of the fiscal year) and runs through June 30 (the end of the fiscal year). Employees need to take their earned vacation during this time or the unused vacation will be lost.

With the approval of the superintendent of schools, employees may carry over five (5) days of vacation from one year to the next. Any carried over vacation time must be taken within a year of it being granted or the time will be forfeited.

Employees who have accrued vacation days prior to the adoption of this policy (12/01/03), will have two additional years to use the accumulated vacation before it will be forfeited.

Any twelve (12) month administrator hired after the beginning of the fiscal year will have the first year's vacation days pro-rated.

If you retire, you must take all of your accumulated vacation prior to the retirement date set forth in the letter of resignation and retirement.

Adopted: January 05, 2003

Revised:

Legal Reference:

Cross Reference: