

## PROFESSIONAL STAFF VACATIONS AND HOLIDAYS

The school calendar, as adopted by the Board will establish the school recess periods and holidays for all certificated staff members employed on a school-year basis.

Except as holidays have been declared for the school district or vacation days have been scheduled, all certificated staff members employed on a 12-month basis (260 work days per year) will be expected to work during the recess periods of the school year.

### Vacations

Administrative personnel employed on a 12-month basis will receive a vacation during the contract year according to a schedule based on years of service in the school district.

A written request for vacation will be submitted to the Superintendent for approval. Vacations will be allowed provided they do not hinder the operation of the schools.

Adopted: June 19, 1978

Revised: date of manual adoption

LEGAL REFS.: ORC 121.161  
3313.20; 3313.63