



Book	Policy Manual
Section	300 Employees
Title	Vacation
Code	337
Status	First Reading
Adopted	June 18, 1987
Last Revised	October 10, 2024
Prior Revised Dates	02/09/2023, 08/10/2023

### **Authority**

Classified and administrative employees shall be provided vacation in accordance with the following guidelines.

The Board has the authority and responsibility to establish reasonable guidelines that specify the conditions under which vacation may be taken.[\[1\]](#)

### **Guidelines**

#### Classified Eligibility

Vacation time will be granted to all twelve (12) month classified employees on the first July 1 after they were hired based on the following proration:

1. Employees hired between July 1 and September 30 will receive forty (40) hours.
2. Employees hired between October 1 and December 31 will receive thirty-two (32) hours.
3. Employees hired between January 1 and March 31 will receive twenty-four (24) hours.
4. Employees hired between April 1 and June 30 will receive sixteen (16) hours.

On each future July 1 beyond the first, the employee shall receive hours based on the following:

1. Upon reaching the employee's second July 1 of regular full-time employment and each year after the employee will receive eighty (80) hours until;
2. Upon reaching the employee's eleventh July 1 of regular full-time employment and each year after the employee will receive one hundred twenty (120) hours, until;
3. Upon reaching the employee's twenty-first July 1 of regular full-time employment and each year after the employee will receive one hundred sixty (160) hours.

Vacation time will be granted to all ten (10) month classified and twelve (12) month part-time maintenance worker III employees on the first July 1 after they were hired based on the following proration:

1. Employees hired between July 1 and September 30 will receive forty (40) hours.
2. Employees hired between October 1 and December 31 will receive thirty-two (32) hours.
3. Employees hired between January 1 and March 31 will receive twenty-four (24) hours.
4. Employees hired between April 1 and June 30 will receive sixteen (16) hours.

On each future July 1 beyond the first, the employee shall receive:

1. Upon reaching the employee's second July 1 of regular full-time employment and each year after the employee will receive forty (40) hours.

### **Vacation Sell-Back**

1. **After accumulation of at least 160 hours, classified employees may elect to sell back hours**
2. **Employee may not sell back hours below 160 hours accrued**
3. **Hours sold back must be done in increments of 8 hours**
4. **Employee must fill out a "Request to Sell Back Vacation Days" form to initiate payment**
5. **Forms must be signed and submitted to Superintendent's office for processing**
6. **If approved, payment will be processed within 3 weeks of submission**

### Administrative Eligibility

Administrative employees shall be granted vacation in accordance with the Act 93 Compensation Plan, Contract for Employment of Superintendent, or Agreement with Business Manager.

Legal

[1. 24 P.S. 510](#)