

Vacations and Holidays for Professional Staff

I. VACATIONS

- A. Superintendent's Approval** - Requests for vacation days must be approved in advance by the superintendent.
- B. During the School Year** - Vacations for 11 or 12 month employees will be granted by the superintendent only at times of the year when they will not interfere with the normal operation of the school.
- C. Submission of Vacation Schedules** - Schedules for a given year (July 1 – June 30) must be submitted for approval the previous year after the establishment of the school calendar. The due date for vacation requests will be determined by the superintendent. All changes to vacation schedules must be approved by the superintendent.
- D. Cancellation of Vacation in Emergency** - All vacations may be cancelled without notice in event of emergency.

II. HOLIDAYS

Except as otherwise approved by the Board of Education, holidays shall be those designated in C.G.S. 1-4.

Legal Reference: Connecticut General Statutes
1-4. Days designated as legal holidays.

Policy Approved: 6/24/85

Policy Revised: 12/17/01