

STAFF PERSONNEL

Code No. 409.1

Policy Title: **LICENSED EMPLOYEE VACATION - HOLIDAYS - PERSONAL LEAVE**

The board shall determine the amount of vacation, holidays, and personal leave that will be allowed on an annual basis for licensed employees.

It shall be the responsibility of the superintendent to make a recommendation to the board annually on vacations, holidays, and personal leave for licensed employees.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding the vacations, holidays and personal leave of such employees shall be followed.

Legal Reference: Iowa Code §§ 1C.1-.2; 4.1(34); 20.9 (2013)

Cross Reference: 414.1 Classified Employee Vacations - Holidays - Personal Leave
601.1 School Calendar

Approved: September 23, 1998

Reviewed: December 21, 2011

Reviewed: October 22, 2014

Reviewed: January 20, 2016