

Board of Education High Point Regional

SUPPORT STAFF MEMBERS

VACATIONS - NONTEACHING STAFF

1. All 12 month nonteaching contract employees are entitled to two (2) weeks (10 working days) vacation after one full year of employment.
2. Vacation days cannot be accumulated from year to year.
3. All vacations must be cleared with the staff member's immediate superior, and submitted to the Superintendent for approval.
4. The contract year must be completed before a vacation is granted. When a 12 month employee leaves the system at the end of the school year, s/he may be paid for vacation time earned but not received.
5. After five (5) full years of service an employee will be given three weeks vacation.
6. No nonteaching employee will be eligible for more than 15 working days of vacation.
7. During the school year preceding retirement a staff member may be given salary in lieu of his earned vacation.
8. Request for vacation days other than regular vacation schedule weeks will be by special request and approval of the Superintendent.

Reference: 18A:30-7

Date Adopted: 4/10/67

Date Revised: 1/19/76, 3/18/91