

LAGUNA BEACH UNIFIED SCHOOL DISTRICT

III.

Board Policies Covering All Unrepresented Certificated Employees

Board Policy No. 4203: VACATION PLAN

- A. Unless otherwise approved by the Superintendent and specified in an employment agreement, unrepresented certificated employees shall be on a positive work year. A positive work year is defined as achieving the required workdays each year via a schedule approved by the Superintendent or designee.

- B. An employee may accrue up to a maximum of twenty-one (21) days after which no more vacation days may be accrued. Once the maximum number of days has been accrued, the employee must utilize accrued vacation days before any more may be accrued.

- C. Vacations shall be scheduled by the District at times requested by employees consistent with the best interests of the District and within the District's work requirements.

Legal Reference:
Education Code sections 45197, 45200

Date Policy Adopted By The Board: September 11, 2001