

Exhibit R

PERSONNEL: [Professional] TWELVE-MONTH EXEMPT EMPLOYEES

Absences, Leaves, Vacations, and Holidays: Vacations

1. In determining vacation schedules, every effort shall be made to comply with the [wishes of the employee] EMPLOYEE'S REQUEST; HOWEVER, WHEN THERE IS A CONFLICT BETWEEN EMPLOYEE WORK SCHEDULES AND AN INDIVIDUAL EMPLOYEE'S REQUEST, WORK SCHEDULES WILL TAKE PRECEDENCE. [It must be recognized, however, that work schedules must be met, and when there is a conflict between work schedule and desired vacation schedule, the former will be dominant.] Vacation REQUESTS must be [requested] SUBMITTED in advance [and approved] FOR APPROVAL by the appropriate administrator.
2. [Vacation days normally shall be utilized by September 1, following the close of the leave accounting year in which they are earned.

Exceptions:

- a. Convenience of the Employee – With approval of the appropriate division head or assistant superintendent, an employee may accumulate a maximum of ten (10) of his/her twenty (20) vacation days to be added to that vacation earned in subsequent years in order to take a vacation of more than twenty (20) days in one (1) leave accounting year.
 - b. Convenience of the Employer – When the professional responsibilities of an employee make it impractical for him/her to use all his/her vacation time prior to September 1, following the end of the leave accounting year in which it was earned, permission may be granted to use the time after said date, with the approval of the division head or assistant superintendent.]
- [3.] 2. A vacation in excess of twenty (20) days in one (1) [leave accounting] FISCAL year requires the [accumulation of the additional days, plus] approval of the EMPLOYEE'S division head [or assistant superintendent]. Normally, an extended vacation shall be limited to thirty (30) days. Under unusual circumstances, the Superintendent of Schools may grant permission for a vacation in excess of thirty (30) days, to a maximum of [forty (40)] FORTY-FIVE (45) days, in order to make it possible for [an] THE employee to pursue a special project or to take a trip of such duration.

- [4. Necessary time shall be granted to professional employees who attend summer school to renew their certificates, and that time will not be charged against the individual's vacation period. If the professional employee wishes to attend summer school for reasons other than certificate renewal, he/she must receive approval of the Superintendent of Schools and his/her vacation period will be reduced to ten (10) days.]
- [5.] 3. At the time of [termination] SEPARATION, an employee shall be paid for [the vacation time earned during the current leave accounting year, plus] ALL [approved] accumulated vacation time.
- [6.] 4. An employee who becomes seriously ill while on vacation may have his/her vacation extended or take vacation at a later date. A serious illness is one that requires hospitalization or is of a prolonged nature. This illness must be confirmed by the attending physician. THE CONFIRMED ABSENCE WILL BE CHARGED TO THE EMPLOYEE'S ACCUMULATED SICK LEAVE.
- [7.] 5. An employee who, while on vacation, has a death in the immediate family, or of a close relative, may have his/her vacation extended or take vacation at a later date. THE CONFIRMED ABSENCE, UP TO THE PRESCRIBED LIMITS, WILL BE CHARGED TO THE EMPLOYEE'S BEREAVEMENT LEAVE.
- [8.] 6. Any situations not covered by this vacation policy will be given consideration on an individual basis by the Superintendent of Schools.
- [9.] 7. Twelve-month employees new to the system shall receive only those vacation days accrued.
- [10.] 8. A ten-month employee who is [transferred] APPOINTED to a twelve-month position FROM [sometime during the period of] September 1 to the close[ing] of school OR FROM AUGUST 1 TO SEPTEMBER 1 shall [receive credit for vacation accrual for the months of September to his/her date of appointment to the twelve-month position. Vacation credit will be granted for each biweekly pay period in which he/she qualified. Vacation days shall be accrued at the prescribed rate beginning at the time of the transfer to the twelve-month position.] ACCRUE VACATION AT THE PRESCRIBED RATE BEGINNING AT THE TIME OF THE APPOINTMENT TO THE TWELVE-MONTH POSITION. AT THE TIME OF THE EMPLOYEE'S APPOINTMENT TO THE TWELVE-MONTH POSITION, THE EMPLOYEE WILL BE PROVIDED FIVE (5) DAYS OF VACATION.
- [11.] 9. A ten-month employee who is [transferred] APPOINTED to a twelve-month position [sometime during the period] from the close[ing] of school to July 31 shall

[receive credit for vacation accrued for the months September through June. Vacation credit will be granted for each biweekly pay period in which he/she qualified. The difference in duty days in June for a twelve-month employee and the transferred ten-month employee shall be deducted as used vacation. Vacation days shall be accrued at the prescribed rate beginning at the time of the transfer to the twelve-month position.] ACCRUE VACATION AT THE PRESCRIBED RATE BEGINNING AT THE TIME OF THE APPOINTMENT TO THE TWELVE-MONTH POSITION. AT THE TIME OF THE EMPLOYEE'S APPOINTMENT TO THE TWELVE-MONTH POSITION, THE EMPLOYEE WILL BE PROVIDED TEN (10) DAYS OF VACATION.

[12. A ten-month employee receives no vacation days for the previous year if the transfer is effective in August. Vacation days shall be accrued at the prescribed rate beginning at the time of transfer to the twelve-month position.]

Rule

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Revised: _____

Superintendent of Schools

ALL CAPS indicate new material. 3

Brackets [] indicated deleted material.