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**AURORA PUBLIC SCHOOLS**

**APS Code: GCDB**

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**Revised March 1981**

**Recoded September 1998**

**Revised March 2001**

**Revised November 2007**

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**ADMINISTRATOR/PROFESSIONAL/TECHNICAL EMPLOYEE VACATIONS**

Twelve month licensed and classified administrators and professional/technical employees shall earn 22 working days paid vacation (computed on the basis of 1.83 days or 14.67 hours per month or major portion thereof) for each full year of service.

Procedures for administering this vacation policy will be established by the Superintendent.

LEGAL REF.: C.R.S. 22-1-112 (school year-national holidays)

CROSS REF.: GCBB-E, Leadership and Professional/Technical Salary Schedule

**ADMINISTRATOR/PROFESSIONAL/TECHNICAL EMPLOYEE VACATIONS**

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Administrators and professional/technical employees are expected to use earned vacation time each year.

All requests for vacation must be submitted to the appropriate division director for approval prior to the dates requested. The absence must also be called in and registered on the school district absence reporting system.

An administrator or professional/technical employee will not be granted leave without pay as part of a vacation request if the administrator or professional/technical employee has unused vacation time available.

All 12-month administrators and professional/technical employees who resign or whose employment is terminated, shall receive the paid vacation to which they are entitled at the time of severance. For pay purposes, vacation reimbursement will be calculated on a daily rate which is to be determined by dividing the administrator or professional technical employee's current gross annual salary by 261.

A 12-month administrator or professional/technical employee is one who is assigned a 261-day work year from which earned vacation and established District paid holidays are deducted.

Twelve-month administrators and professional/technical employees' earned vacation may be accrued to a total of 44 days, with no additional days credited to the employee until the unused total drops below the 44-day figure.

If a classified employee in a non-supervisory position is transferred to an administrative or professional/technical position, and if that employee's vacation entitlement is greater in the non-supervisory position than it would be in the administrative or professional/technical position, the administrator or professional/technical employee will continue to receive the greater amount until the amount earned in the new position meets or exceeds the amount previously received.