

**POWAY UNIFIED SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURE**

**Originator:** Assoc. Superintendent, PSS

**Issue No:** 4

**Date:** 10/14/91

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**Reference:**

**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES**

**4.4 MANAGEMENT PERSONNEL**

**4.408 VACATION – MANAGEMENT  
PERSONNEL**

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**SECTION 4.408.1 Vacation Procedures**

Vacations should be scheduled at times conducive to the efficient and effective operation of the District.

Management personnel have the responsibility to then review proposed vacation schedules of management employees under their supervision to ensure that those employees use their allotted vacation during the fiscal year.

Personnel Support Services shall, at the beginning of each calendar year, provide management supervisors and management personnel with the vacation allotment available to them for the remainder of that fiscal year.

Winter and spring vacation must be taken by personnel at the school level. One week during winter break will be designated as vacation for all Administration Center personnel. Any deviation from this procedure must have the written approval of the immediate supervisor with a copy to the associate superintendent, Personnel Support Services.

The maximum number of days vacation which may be carried forward to a new fiscal year shall not exceed the employee's annual allowance.

Requests for vacation time shall have the appropriate approval prior to the requested date(s). A Statement of Absence (Form P-9) shall be completed and submitted to Payroll for all vacation time taken.

If vacation due an employee exceeds the one year accrual into the next fiscal year, the employee will be reimbursed the number of days outstanding at the previous year's daily rate. Requests are to be submitted to the Superintendent for review and approval.