



File CFA

BOARD OFFICE STAFF - VACATION GUIDELINE

The following guidelines are intended to clarify procedures and expectations regarding vacation time for School Division Board Office staff.

- If at all possible, holidays should be scheduled so that they do not increase costs for the Division, and the disruption to the Board Office routines is minimal.
- The majority of holiday time should be planned for July and August, Christmas Break, and Spring Break.
- Vacations taken outside of these periods should be limited to a maximum of two weeks and be approved by the respective supervisor a minimum of **two months** ahead. Exceptions for special occasions will be considered on an individual basis.