



# 4520: VACATIONS

The District may provide paid vacations for twelve-month employees. Vacation requests must be approved by the employee’s immediate supervisor.

**Date of Adoption**  
May 5, 1980

**Date of Revision**  
August 16, 1993  
November 19, 2001

**Reaffirmed**  
November 17, 2008  
March 21, 2016  
March 7, 2022