

**VENTURA COUNTY OFFICE OF EDUCATION**

**SUPERINTENDENT POLICY NO. 4162.1**

**ADOPTED: 02/14/96**

**CLASSIFICATION: Personnel**

**REVISED:**

**SUBJECT: Vacations**

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Days not worked shall be scheduled to comply with the number of working days in the employee's contracted work year.

Each department shall schedule work periods so that each office is staffed at all appropriate times.

Work schedules shall be arranged with the Director of the department and the County Superintendent of Schools.

Upon receipt of written request and justification from the department head, the County Superintendent may authorize compensation for days in excess of the contract or authorize the excess days to be carried forward and applied to the next fiscal year contract.