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District Policy

3433.1 - Vacation Blackout Periods

Section: Teaching Staff Members

Date Created: October 2024

The Township of Union Board of Education deeply values the dedication, hard work, and commitment of all our employees. We recognize that our staff is the heart of our schools, and their well-being is essential to the success of our students and the district as a whole.

We understand the importance of taking time off to rest, recharge, and spend time with loved ones. Vacation time is vital for maintaining a healthy work-life balance, and we are committed to supporting our employees in taking the breaks they need to return to work refreshed and motivated.

While there are critical periods when the district needs all hands on deck, we will always strive to create an environment that promotes both professional excellence and personal well-being.

This policy is established to ensure that the Township of Union Public Schools operates efficiently and smoothly during critical preparation and opening periods of the school year.

Due to the importance of the last full week of August and the first full week of September in the preparation and execution of the start of the school year, a vacation blackout period will be implemented for these two weeks. The blackout shall end on the Friday of the first full week in September, which is the Friday after Labor Day.

Vacation requests will not be approved for any days that fall within these blackout weeks.

Exceptions to the blackout period may be made only in extraordinary circumstances or for legal or medical emergencies. Such requests must be submitted in writing to the Superintendent's office and will be reviewed on a case-by-case basis. In the event of an approved exception, employees may be required to provide additional documentation.

This vacation blackout policy is designed to prioritize the effective opening of schools and to ensure that students, parents, and staff receive the necessary support during the critical early days of the school year.

Adopted: _____