



RED CLAY CONSOLIDATED SCHOOL DISTRICT  
**ADMINISTRATIVE MEMORANDUM**

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VACATION REGULATION | 4007.5

Employees may request vacation throughout the year by submitting an absence request to their immediate supervisor. However, during the two weeks preceding the opening of school it is expected that all employees will report to work to ensure that all schools are ready for the students. For this reason, only special requests for absence will be considered. All such requests should be sent to the Director of Human Resources for review and approval.

Questions about the information contained in this administrative memorandum should be directed to the Director of Human Resources.