
Chapter 13

Vacations

Bargaining Units Refer to Contract

13.1 VACATIONS

13.1.1 RATIO FOR EARNING VACATION/REGULAR EMPLOYEES:

Regular classified employees, or a regular employee temporarily assigned to a provisional or limited term assignment, shall earn vacation as set by the Board of Education. The Board of Education provides that an employee earns vacation on a monthly basis at the rate of:

Days earned per month in a fiscal year of employment (July – June)

1 - 4 years = 1.00 day per month

5 – 9 years = 1.33 days per month

10-14 years = 1.50 days per month

15-19 years = 1.67 days per month

20 years or more = 1.83 days per month

13.1.2 RATIO FOR EARNING VACATION/MANAGEMENT, SUPERVISORY & CONFIDENTIAL EMPLOYEES: For employment classifications designated as administrative, supervisory and confidential (Exempt) by the Board of Education, vacation shall be earned at the rate of twenty-two (22) days per year.

13.1.3 VACATION RATE OF PAY: All vacation shall be paid at the employee's regular rate of pay earned in his/her permanent classification including any longevity.

13.1.4 PART-TIME EMPLOYEES: Employees working less than full time, less than eight (8) hours per day or twelve (12) months per year, shall earn vacation based upon the percentage of time their assignment bears to full time assignment. Overtime hours will not be computed in time worked.

13.1.5 VACATION CREDIT FOR PARTIAL MONTH: An employee in

paid status for fifty percent (50%) or more of the working days in the month shall receive vacation credit for that month.

13.1.6 PROBATIONARY EMPLOYEES VACATION RIGHTS: Probationary employees will earn vacation time during the initial probationary period but shall not be entitled to use any vacation time earned until they have successfully completed the probationary period. Upon successful completion they shall be credited with the appropriate number of earned vacation days.

13.1.7 VACATION SCHEDULING FOR LESS THAN 12 MONTH EMPLOYEE: Any permanent employee working less than 12 months per year is required to take the Winter and Spring recess periods as vacation time unless an employee is authorized to work during these periods by the Superintendent or designee. When an employee is unable to use up all of the vacation earned, an employee and the supervisor should make every effort to see that the remaining days are used during the employee's work year.

13.1.8 VACATION SCHEDULING FOR TWELVE MONTH EMPLOYEES: Vacation schedules shall be recommended for approval by the immediate supervisor and granted final approval or disapproval by the program administrator. Effort shall be made to enable vacation time to be taken at times convenient to the employee, consistent with the needs of the service and the workload of the department. At least one period of vacation should be taken for not less than five (5) consecutive working days in each year of service. Vacation earned by employees working twelve (12) months should be taken by the end of the school year following the school year in which it was earned.

A period designated by the program administrator for advanced submission of vacation requests shall be established to allow for reasonable planning for District operations and employee needs.

13.1.9 CREDITING OF VACATION TO EMPLOYEE'S ACCOUNT: Vacation shall be credited at the beginning of each fiscal year at the rate the employee would normally earn in the ensuing year. Adjustment will be made if a change in assignment alters the amount of vacation earned.

A program administrator may, at his/her discretion, designate vacation time off with pay to probationary employees when it is to the benefit of the program and/or to the employee (example: Winter and Spring break). If the employee does not complete the probationary period, salary paid for the time taken will be deducted from the final pay.

13.1.10 UNEARNED VACATION UPON TERMINATION: When a classified employee terminates and had been granted vacation which was not

yet earned at the time of termination of the employee's services, the District shall deduct from the employee's final check the full amount of salary which was paid for such unearned days of vacation taken.

13.1.11 EARNED VACATION UPON TERMINATION: When a classified employee terminates, the employee shall be entitled to lump sum compensation for all earned and unused vacation, at their regular rate of pay, except that employees who have not completed six (6) months of employment in regular status shall not be entitled to such compensation.

13.1.12 VACATION HOLIDAYS: If a District-approved holiday falls within a scheduled vacation, the employee shall not be charged a vacation day for the holiday.

13.1.13 ILLNESS OCCURRING DURING VACATION: A period of illness occurring during a vacation period may not be construed as sick leave, except as follows:

13.1.13.1 Any permanent classified employee may interrupt or terminate vacation leave in order to begin sick leave without returning to active service, provided the employee supplies adequate notice and sufficient information to the Director of Classified Personnel regarding the basis for such interruption or termination. The Director shall grant or reject the leave on the basis of the information presented.

13.1.14 VACATION REPORT TO STAFF: Vacation available to employees will be audited annually with a verified report given to each classified staff member.

REFERENCE: Education Code Sections 45190 and 45197 □