



VICTOR VALLEY UNION HIGH SCHOOL DISTRICT

FISCAL SERVICES

16350 Mojave Drive, Victorville, CA 92395-3655
760.955.3201 ext. 10213

Liz Seymour, Director

Memorandum

To: All Classified Employees
From: Liz Seymour, Director, Fiscal Services
Subject: Vacation Pay – Classified Employees **(Less than 261 Work days)**
Date: May 28, 2020

The District and CSEA Chapter 243 met to discuss and clarify concerns related to vacation pay on May 20, 2020. The District and CSEA collaboratively reached agreement on the following related to requesting a vacation payout for 2019-2020 and the option for you to receive your 2020-2021 vacation allotment paid out in equal monthly installments during the 2020-21 Fiscal year:

1. The District will advance vacation leave allotments for the 2020-21 fiscal year on July 1, 2020.
2. Classified employees may elect to utilize all or a designated amount of their vacation allotment divided in equal monthly installments. This election is irrevocable during the fiscal year and the amount of vacation leave allocated for monthly payment will not be available for use during the 2020-21 fiscal year.
3. The option to elect a monthly vacation payout will not be available for employees with a negative vacation balance as of June 30th or for employees who have not been employed by the District over 6 months. Employees with a negative balance will be contacted by Fiscal Services to discuss a plan to bring their balance to zero or a positive balance.
4. **Classified employees will have until 4:00 p.m., June 5, 2020 to complete the Classified Employee Vacation Payout Request form and submit it to the Business Services Office in order to inform the District of their request for payment of their 2019-20 vacation balance and whether they would like their 2020-21 vacation allotment paid in monthly installments.**

2019-20 Vacation Balance Payout

9.14.4 *Vacation days may be accrued to a total not to exceed that which can be earned in an eighteen (18) consecutive month period. Any hours that exceed that limit will be paid at the end of July. For hours not exceeding the limit, an employee may also choose to keep this leave or have all or a portion of their vacation balance paid at the end of July. The amount requested for payment should be noted on the Vacation Payout Request Form. If an employee has already submitted a request for their Vacation Payout and does not wish to change the amount of their request, no action is needed.*

2020-21 Vacation Leave Monthly Payout Option

Classified employees may choose to use all or a portion of their vacation allotment to be paid out in equal monthly installments as long as they are not in a negative balance status after being advanced vacation for the year. The number of days/hours they would like allotted for monthly payout should be noted on the Vacation Payout Request form.

Note: *Employees who do not submit the form by June 5th will receive their 2020-21 vacation allotment on July 1st and will not have the option to receive any vacation payout until July 2021.*