

## CHAPTER 140

### VACATIONS

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**140.1**     **RATIO FOR EARNING VACATION REGULAR EMPLOYEES:** Regular classified employees, permanent and probationary, or a regular employee temporarily assigned to a provisional or limited term assignment, shall earn vacation at the rate as set forth in the current VVUHSD/CSEA Contract.

**REFERENCE:**     Education Code Sections 45190, and 45197

**140.2**     **RATIO FOR EARNING VACATION / CONFIDENTIAL EMPLOYEES:** Classified Confidential employees shall earn vacation at the following rates (days per month):

**140.2.1**   Beginning of service, 1.75

**140.2.2**   Three years of service completed, 2.25

**140.2.3**   Six years of service completed, 2.75

**140.2.4**   Ten years of service completed, 3.25

The vacation accrual rates above shall revert to 2.25 upon the separation of an incumbent Confidential employee from the District in accordance with the Board of Trustees action on June 18, 2009.

**REFERENCE:**     Education Code Sections 45190, and 45197

**140.3**     **RATIO FOR EARNING VACATION / MANAGEMENT & SUPERVISORY EMPLOYEES:** Classified Management and Supervisory employees shall earn vacation at the rate of 2.25 days per month.

**REFERENCE:**     Education Code Sections 45190, and 45197

**140.4**     **VACATION RATE OF PAY:** All vacation shall be paid at the employee's regular rate of pay earned in his current classification, including any longevity, differential, or stipend payments.

**140.5**     **EMPLOYEES HIRED FOR PARTIAL FISCAL YEAR:** An employee hired after July 1 of any year will have earned allowable vacation time prorated to the actual time

served. Regular full-time employees who work less than twelve (12) months are granted paid vacation in proportion to their periods of service.

- 140.6** **VACATION CREDIT FOR PARTIAL MONTH:** Full vacation leave for a given month is credited if an employee is in paid status for fifty percent (50%) or more of the working days in the month.
- 140.7** **VACATION EARNED DURING PAID STATUS:** Vacation is earned at all times that an employee is in a paid status including working time, paid holidays, and all paid leaves of absence.
- 140.8** **VACATION SCHEDULING FOR LESS THAN TWELVE (12) MONTH EMPLOYEE:** Employees shall take their vacation days within the assignment period. The scheduling and duration of vacation shall be in accordance with the VVUHSD/CSEA Contract.
- 140.9** **VACATION SCHEDULING FOR TWELVE (12) MONTH EMPLOYEES:** The scheduling and duration of vacation shall be in accordance with the VVUHSD/CSEA Contract. The employee shall be allowed to take all of his earned vacation in one unbroken period if it is the employee's wish to do so.
- 140.10** **CREDITING OF VACATION TO EMPLOYEE'S ACCOUNT:** Each employee shall accrue the amount of vacation days during the fiscal year as stipulated in sections 140.1, 140.2 and 140.3 of these rules. Employees may be granted vacation during the school year in advance of it being earned at the time the vacation is taken. The excess accrual of vacation days for regular employees shall be in accordance with the VVUHSD/CSEA Contract.
- 140.11** **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 his services, the District shall deduct from the employee's severance check the full amount of salary which was paid for such unearned days of vacation taken. When probationary employees terminate prior to completion of the probationary period, the District shall deduct from the employee's severance check the full amount of salary which was paid for days of vacation taken.
- 140.12** **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 his/her regular rate of pay. Employees who have not

completed 130 paid status days or six (6) months of employment in regular status (probationary employees) shall not be entitled to such compensation.

- 140.13** **VACATION POSTPONEMENT:** Vacation may, with the approval of the District, be taken any time during the school year. If the employee is not permitted to take his annual vacation, the amount not taken shall accumulate for use in the next year or be paid for in cash at the option of the District.
- 140.14** **VACATION HOLIDAYS:** If a District-approved holiday falls within a scheduled vacation, the employee shall not be charged a vacation day for the holiday.
- 140.15** **INTERRUPTION OF VACATION:** Permanent classified employees may interrupt or terminate vacation leave to begin another type of paid leave in accordance with the VVUHSD/CSEA Contract without a return to active service, provided the employee supplies adequate notice and relevant supporting information regarding the basis for such interruption or termination.
- 140.16** **VACATION ACCRUAL:** Vacation days may be accrued to a total not to exceed that which can be earned in a twelve (12) consecutive month period. Any amount of accrued vacation which exceeds this limit shall be paid to the Management or Supervisory or Confidential employee at his current salary.