

## CHAPTER 14 – VACATIONS

### Vacations – Bargaining Unit Employees and Classified Management/Confidential Employees

#### 14.1.1 Vacation - Bargaining Unit Employees

Classified bargaining unit employees are covered under the collective bargaining agreement.

#### 14.1.2 Vacation – Classified Management/Confidential Employees

Classified management, supervisors, and confidential employees shall be entitled to prorated vacation pay; length of such vacation period shall be determined in the following way:

1 – 5 years of service	1.167 days of vacation for each full month of service for a maximum of 14 days annually.
6 – 10 years of service	1.417 days of vacation for each full month of service for a maximum of 17 days annually.
11 – 15 years of service	1.667 days of vacation for each full month of service for a maximum of 20 days annually.
16 – 20 years of service	1.833 days of vacation for each full month of service for a maximum of 22 days annually.
21+ years of service	2.25 days of vacation for each full month of service for a maximum of 27 days.

Not more than one year’s vacation can be accumulated and carried over from one fiscal year to the next. Prior written permission by the immediate management supervisor can extend this carry-over a period for six months, at which time the vacation shall be taken or compensated unless the time period is extended by action of immediate management supervisor.

The Board of Education and Personnel Commission may grant additional vacation at their discretion to non-represented employees.

Vacations shall be approved in advance by the District department head. Effort shall be made to enable vacation to be taken at times convenient to the employee, consistent with the needs of the service and the workload of the department. The employee may elect a vacation payoff under special circumstances if approved by the District.

All vacation time shall be paid at the employee’s regular rate of pay earned in his/her regular classification at the time the vacation is taken or paid for, and shall include any longevity, differential and/or stipends due to the employee.

#### 14.1.3 Unearned Vacation Upon Separation

When a classified manager/confidential employee separates and had been granted vacation which was not yet earned at the time of separation 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.

#### 14.1.4 Earned Vacation Upon Separation

When a classified manager/confidential employee separates, 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 months of employment in regular status shall not be entitled to such compensation.