

**OSEA initial proposal to BSD 4-11-22**

**ARTICLE 17 VACATIONS**

Vacations for classified employees will be granted to twelve (12) month employees on a vacation year basis.

The vacation year shall be July 1 through June 30, both for the purpose of earning credit toward vacation entitlement as described below and for the purpose of determining the period within which earned vacation must be taken. Thus, vacation is earned in one vacation year and is taken the following vacation year.

Classified employees on a twelve (12) month schedule shall be granted vacation in accordance with the following levels of service when they have completed the number of full years of unbroken service with the District indicated below as of June 30 of the vacation year preceding the year in which the vacation is to be taken. For purposes of this Article, the first full year of unbroken service is the first year the employee is in a paid status for 75 percent of the work year between July 1 through June 30 in his/her current twelve-month position as of July 1 of the year

1 but less than 5 years of unbroken service	10 days	5 but less than 10 years of unbroken service	15 days
10 but less than 11 years of unbroken service	16 days		
11 but less than 12 years of unbroken service	17 days		
12 but less than 13 years of unbroken service	18 days		
13 but less than 14 years of unbroken service	19 days		
14 but less than 15 years of unbroken service	20 days		
15 or more years of unbroken service	22 days		

A classified employee on a twelve (12) month schedule who starts after July 1 shall receive a vacation the following vacation year. The vacation accrual will be prorated based on the number of days of service the employee actually worked between date of hire and the end of the fiscal year.

During any full vacation year an employee must be on paid status 75 percent of the work year to be eligible for vacation accrual and/or credit, otherwise vacation days earned are prorated for the number of full days, or major portion actually worked. Days of absence caused by job-related illness or injury qualifying for Workers' Compensation shall be counted as days worked for the purpose of vacation accrual.

Time earned in one vacation year must be used within the following **18 months** ~~vacation year~~ or be ~~forfeited~~ **paid out at the employees regular rate of pay.** With the approval of the employee's supervisor, vacation days may be carried until June 30 of the following vacation year.

Requests for vacation time normally shall be made at least five (5) working days in advance to permit the supervisor to adjust work assignments and/or arrange for substitute services during the vacation absence and may be taken when approved in advance by the employee's building administrator and District supervisor. An employee must first exhaust all other appropriate leave balances, including vacation and any earned compensatory time, to be eligible to request unpaid leave days. Consideration of employee vacation or unpaid requests will be based on the operational needs of the District.

An employee who has worked a schedule of less than twelve (12) months per year and who transfers to a twelve (12)-month position may count all time since the most recent date of hire for purposes of calculating years of District service for determination of vacation entitlement. Computations will be based on days worked divided by 260 to determine a full year's service for vacation entitlement.

Employees accruing vacation based on their previous years of service shall be granted access to vacation July 1 following the completion of their first contract year in the twelve (12) month position.