

VACATION POLICY

CMP's paid vacation plan is a part of the benefits package extended to full-time, year-round staff members, and is designed to provide employees with the opportunity to balance their work and home lives. The purpose of offering paid time off is to provide eligible employees with flexibility from work that can be used for such needs as vacation, personal or family business, appointments, volunteerism, and other activities of the employee's choice. CMP's goal is to provide time for personal rejuvenation and to reduce unscheduled absences while providing reasonable accommodation to full-time staff members without impacting the employee's compensation.

Staff members eligible for this benefit include non-instructional staff and administrators regularly scheduled and working 30 hours or more per week (.75 FTE) and 250 or more days per year. Vacation days shall be earned on an accrual basis during active employment in each fiscal year at the following rates:

Classified and certificated employees regularly scheduled and working 30 hours or more per week (.75 FTE) and 250 or more days per year:

Up to ten days of paid vacation accruing at the rate of one day for each 20 days worked.

Classified employees working less than 40 hours per week but at least 30 hours per week, year-round, shall receive a pro-rated benefit to coincide with employee's designated work schedule.

Executive Director, Director of Program, and Principals working 30 hours or more per week (.75 FTE) and 250 or more days per year:

Up to twenty days of paid vacation accruing at the rate of two days for each 20 days worked.

Administrators working less than 40 hours per week but at least 30 hours per week, year-round, shall receive a pro-rated benefit to coincide with employee's designated work schedule.

Eligible employees begin to accrue vacation time from the first day of regular employment and may begin to use accrued time as soon as it is available.

Paid vacation time is accrued during periods of active employment and may not be used before it is earned. Paid vacation time does not accrue during an employee's personal leave of absence, unpaid time off, or periods of administrative leave. Employees needing to take time off prior to earning paid vacation time may submit a request for non-paid time off. Once earned, vacation days shall be paid as used, at employee's then-current rate of pay and based on employee's regular work schedule.

Vacation days will not be considered as time worked for purposes of calculating overtime. If a holiday occurs during employee's vacation period, holiday pay will be earned at employee's regular rate of pay and no vacation time will be used for that day.

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Requesting Time Off:

Employees shall submit a written request for time off to the site administrator as early as possible, but not later than two weeks prior to the requested time off dates. In the event that a two week notice is not feasible, requests for time off will be reviewed at the discretion of the site administrator and/or Executive Director. Vacation days may be requested in half or full day increments for exempt staff and hourly increments for non-exempt staff, up to a maximum of five consecutive days off at one time, unless otherwise approved in writing by the Executive Director.

Employees are responsible for developing their own plan for coverage of their duties during their time off period, including scheduling a sub as appropriate to the staff member's position. Requests for time off will be reviewed with due consideration for peak work periods during the year. Time off requests must be coordinated and approved by the employee's site administrator, subject to scheduling, site needs and available site coverage. Time off for site administrators shall be coordinated and approved by the Executive Director, subject to the same considerations. If the time off request is approved, employee should immediately communicate vacation dates to the scheduling coordinator and applicable co-workers using standard site protocol to ensure organizational needs are met and coverage is coordinated during the employee's absence.

Blackout Periods:

CMP reserves the right to identify "blackout periods" where vacation requests shall require the written approval of the Executive Director. Standard blackout periods include: Mandatory staff trainings, network-wide professional development days, STAR testing week, the week before school starts, and the first day of school. Such blackout periods shall be communicated to staff in writing by the Executive Director. In the event that a "black out period" must be added to the calendar, at least 30 calendar days written notice shall be given prior to the implementation of said black outperiod.

Accrual Carry-over and Cap:

CMP recognizes the importance of vacation time as a period of rest and rejuvenation away from the job and encourages staff to use their vacation time as fully as possible during the year in which it is earned. In the event that accrued vacation time is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. ***If the total amount of unused vacation time reaches a "cap" equal to the employee's annual vacation amount plus ten days, further vacation accrual will stop.*** When the employee uses sufficient paid vacation time to bring the accrued amount below the cap, vacation accrual will begin again up to the cap limit.

If extenuating business circumstances prevent the employee from taking scheduled vacation time, and such circumstances result in total time accrued exceeding the vacation cap, this excess vacation time may be carried forward with a six month extension to the cap limits by express written approval of the Executive Director. {Example: Fire at a site prevents a principal and office staff from taking all earned vacation in a timely manner. In this example, Executive Director may grant a written exception to the maximum accrual cap for the affected employees for a period of up to six months following the incident.}

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Vested Benefit:

Pursuant to the laws of the State of California, accrued vacation time is a vested benefit. Upon separation of employment, employees will be paid for any unused vacation days that have accrued through the last day worked, based on employee's regular rate of pay at the time of separation. Employees changing status or employment classification to a classification that does not offer paid vacation time, will receive a pay out of any accrued, unused time to coincide with the effective date of employee's change of status. {Example: Full-time, year-round TA/CM staff member becomes a certificated teacher. Any accrued, unused vacation time will be paid out at employee's then-current rate of pay upon termination of employee's TA/CM employment status.}

Previously Accrued Vacation Time

~~This Vacation Policy is effective July 1, 2012, and valid for all employment and benefits beginning July 1, 2012 forward. All previously accrued vacation time which is unused as of June 30, 2012, shall be converted into a PTO (Personal Time Off) bank to be used by the employee as needed. Said PTO bank will be administered under CMP's policies and procedures for paid time off and will continue to be maintained in the same record-keeping fashion as previous accrued time. Said PTO bank will be administered under the labor laws of the State of California and thus is a vested benefit.~~

Accrued Vacation/PTO Buy-back Provision:

In the event that accrued vacation time is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year, up to the designated vacation accrual cap. Alternatively, employees may also elect to be paid for any accrued and unused days from either employee's vacation ~~or PTO bank~~, or any other vested time-off account, up to 20 days per benefit year.

Where the Buy-back request is being made in conjunction with employee's annual vacation benefit, employee must have utilized at least half of his/her annual vacation benefit prior to, or in conjunction with, employee's written request.

The rate of compensation for paid-out vacation, ~~PTO~~ or other vested time off, shall be the employee's then-current rate of pay at the time the request is made, and will be calculated at a straight time rate based on a 250-day work year. All applicable taxes and withholding shall apply: