

## CHAPTER 14

### VACATION

#### 14.1 VACATION

##### 14.1.1 RATIO FOR EARNING VACATION/REGULAR EMPLOYEES:

Regular classified employees shall earn vacation on a fiscal year basis at the following rate:

<u>Years of Service</u>	<u>Allowable Percentage for FTE</u>	<u>Days Per Year for FTE</u>
0 - 5	1.00	12
6 - 9	1.25	15
10 - 15	1.50	18
16 - 19	1.75	21
20 +	2.00	24

##### 14.1.2 RATIO FOR EARNING VACATION/MANAGEMENT EMPLOYEES:

Regular classified management employees as designated by the Personnel Commission shall earn vacation on a fiscal year basis at the rate of twenty-two (22) days per year.

##### 14.1.3 VACATION EARNED DURING PAID STATUS:

Vacation is earned at all times that an employee is in a paid status including working time, paid holidays, all paid leaves of absence and when serving in a limited-term assignment.

##### 14.1.4 PROBATIONARY EMPLOYEES VACATION RIGHTS:

Regular classified probationary employees shall not have a right to use earned vacation until the completion of the 130-day probationary period and/or achievement of permanent status with the District, whichever occurs first. For classified management employees the probationary period is one (1) year. After that date earned vacation shall become a vested right.

##### 14.1.5 VACATION HOLIDAYS:

If a District approved holiday falls within a scheduled vacation, the employee shall not be charged a vacation day for the holiday.

##### 14.1.6 INTERRUPTION OF VACATION:

A permanent classified employee may interrupt or terminate vacation leave to begin another type of paid leave without a return to active service, provided the employee supplies adequate notice and relevant supporting information regarding the basis for such interruption or termination to the Human Resources Office.

##### 14.1.7 VACATION UPON TERMINATION:

Merit System Rules  
CHAPTER 14

14.1.7.1 When a classified employee terminates employment and has been granted vacation which was not yet earned at the time of termination of the employee's 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.

14.1.7.2 When a classified employee terminates employment, the employee shall be entitled to a lump sum compensation for all earned and unused vacation, except those employees who have not achieved permanent status with the District shall not be entitled to such compensation.

14.1.8 **VACATION CARRY-OVER:**

A twelve (12) month employee may carry-over accumulated vacation not to exceed that which the employee could accrue in fifteen months.

14.1.9 **VACATION SCHEDULING:**

Vacations shall be subject to the approval of the immediate supervisor.

Reference: EC§ 45190, 45197, 45260, and 45261