

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4464 LEAVES OF ABSENCE

4464.1 Vacation

- A. Regular classified employees — permanent and probationary, management and non-management — shall receive a vacation grant as part of their total compensation at the rate or amount prescribed by the appointing authority. Employees who work less than full-time shall receive vacation on a pro-rata basis. An employee who is on a paid leave of absence shall be eligible to receive a vacation grant. Vacation grants are made at the beginning of the fiscal year; for employees new to the classified service who start work after the beginning of the fiscal year, vacation grants are made upon hire on a pro-rata basis.
- B. Regular employees who are on leave to serve in limited-term assignments, or who serve in limited-term assignments during periods when they are not regularly assigned, shall receive a vacation grant at the prescribed rate for such limited-term assignments.
- C. With the approval of the employee’s supervisor, vacation may be taken at any time during the fiscal year. Every 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.
- D. An employee serving their initial probationary period may be permitted to take vacation during the probationary period, with the approval of the appropriate Associate Superintendent. A non-management classified employee in their initial probationary period may be permitted to take a maximum of six days, or the proportionate amount to which the employee may be entitled, during the 130 days of paid service of the probationary period.

Granted vacation shall not become a vested right for a non-management classified employee until the initial probationary period has been successfully completed. Granted vacation shall not become a vested right for a classified manager until completion of the initial six months of employment.

In those cases when employees have a remaining vacation balance at the end of the fiscal year, vacation payout and/or carryover shall occur for eligible employees in accordance with established SBCEO policy.

- E. If an employee separates from SBCEO or from the classified service and has a vacation balance as of the date of their separation, vacation payout shall occur in accordance with established SBCEO policy. Employees who separate from the classified service prior to the end of the fiscal year shall have their vacation grant for the current fiscal year recalculated. SBCEO shall deduct the dollar value of any excess vacation used from the employee’s final pay as a classified employee.

Reference:

Education Code Sections 45190 and 45197

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