

VACATION

Baldy View Regional Occupational Program (ROP) shall:

1. Approve vacation days requested according to seniority.
2. Give priority to program needs before approving requests for vacation leave.
3. Not grant paid vacation leave for probationary employees until completion of the initial six months of employment. Vacation time does accrue but cannot be paid during this period of probation.
4. Grant regularly scheduled classified employees assigned to less than full time basis vacation time on a proportionate basis utilizing scheduled hours.
5. Allow six days or a maximum of 48 hours to be carried over to the immediate six months of the following fiscal year, to be scheduled and taken not later than December 31; and at a time(s) approved by the supervisor.
6. Upon termination, pay for accumulated vacation time at the same rate of pay at which it was earned.
7. Accrue vacation for classified personnel at the rate of one eight hour day per month for years one through five; 1.25 eight hour days per month for years six through eight; 1.50 eight hour days per month for years nine through thirteen; and, 1.75 eight hour days per month for year fourteen. Grant 22 eight hour vacation days on an annual basis for classified personnel for year fifteen and thereafter.
8. Grant 22 eight hour vacation days on annual basis to designated twelve month confidential employees. All other confidential employees will receive vacation time on a proportionate basis.