

Regulation 6591R

Personnel

VACATION FOR TWELVE-MONTH EMPLOYEES

Pursuant to Policy 6590, the following charts, based on full years of regular District employment, indicate the number of vacation days per fiscal year to which 12-month employees are entitled. "Years Completed" refers to the District's fiscal year, July 1—June 30.

Allocations of Vacation Days

| Years Completed | Vacation Days |
|------------------------|------------------------------|
| Less than 1 | See pro-rata allowance chart |
| 1 | 10 |
| 2 | 11 |
| 3 | 12 |
| 4 | 13 |
| 5 | 14 |
| 6 | 15 |
| 7 | 16 |
| 8 | 17 |
| 9 | 18 |
| 10 | 19 |
| 11 | 20 |

Pro-rata Allowances

12-month employees hired after the beginning of the fiscal year (July 1) will be entitled to vacation days on a pro-rata basis upon the following July 1. This allowance will be based on the number of months employed as outlined in the following chart.

Pro-rata Allowance Chart

| Employed During | Number of Days | | Employed During | Number of Days |
|------------------------|-----------------------|--|------------------------|-----------------------|
| July | 10 | | January | 5 |
| August | 10 | | February | 4 |
| September | 9 | | March | 3 |
| October | 8 | | April | 2 |
| November | 7 | | May | 1 |
| December | 6 | | June | 0 |

If the hire date is prior to January 1st the employee will be credited with 11 days at the start of the second full fiscal year. If the hire date is after January 1st the employee will be credited with 10 days at the start of the second full fiscal year. Moving forward the employee will receive one additional day for each 12-month equivalency up to a maximum of 20 days.

Vacation Allowance for 10-Month Employees Who Transfer to 12-Month

Vacation credit for regular employment in the District on a 10-month basis which precedes transfer to District employment on a 12-month basis may be granted for the purpose of determining vacation allowance. In such instances, the prior service will be converted to a 12-month equivalent, rounded to the nearest year. Upon appointment the employee will be placed on the partial year line of the *Allocations of Vacation Days Chart*. During this year the employee will receive pro-rata credit for months worked in accordance with the *Pro-rata Allowance Chart*. If the hire date is prior to January 1st the employee will be credited with 11 days at the start of the second full fiscal year (Exhibit A). If the hire date is after January 1st the employee will be credited with 10 days at the start of the second full fiscal year (Exhibit B). Moving forward the employee will receive one additional day for each 12-month equivalency up to a maximum of 20 days inclusive of any carry over days credited for prior service as a 10-month employee.

Examples

Employee A: Appointed to a 12-month position prior to January 1st

Employee A held a 10-month position from 9/3/84 until 10/23/89 (5 years and 1.5 months), when he was transferred to a 12-month position. As a 10-month employee, he would have worked total of 51.5 months. Dividing 51.5 by 12, yields 4.29 years, which rounds to 4. At the beginning of his first full year of 12-month employment, he would be placed on the Partial Year

Line located on the *Allocations of Vacation Days* Chart (Exhibit A). Commencing 7/1/90 Employee A will receive the prorated days earned in the Partial Year plus the 4 days earned in his 10 Month Position, and would progress annually toward the maximum of 20 days per year with an additional 4 days of carryover vacation earned in the 10-month position. Thus:

Exhibit A

| Year of Full 12-month Employment | Dates | Vacation Credits |
|---|--------------|-----------------------------|
| (Partial Year) | 10/89-6/90 | None |
| 7/1/90 | 90-91 | 8 plus 4 |
| 7/1/91 | 91-92 | 11 plus 4 |
| 7/1/92 | 92-93 | 12 plus 4 |
| 7/1/93 | 93-94 | 13 plus 4 |
| 7/1/94 | 94-95 | 14 plus 4 |
| 7/1/95 | 95-96 | 15 plus 4 |
| 7/1/96 | 96-97 | 16 plus 4 |
| | ...and so on | (Max of 20) |

Employee B: Appointed to a 12-month position after to January 1st

Employee B held a 10-month position from 9/3/90 until 3/15/93 (2 years and 6.5 months), when she was transferred to a 12-month position. As a 10-month employee, she would have worked total of 26.5 months. Dividing 26.5 by 12, yields 2.2 years, which rounds to 2. At the beginning of her first full year of 12-month employment, she would be placed on the Partial Year Line located on the *Allocations of Vacation Days* Chart (Exhibit B). Commencing 7/1/93 Employee B will receive the prorated days earned in the Partial Year plus the 2 days earned in their 10 Month Position, and would progress annually toward the maximum of 20 days per year with an additional 2 days of carryover vacation earned in the 10-month position. Thus:

Exhibit B

| Year of Full 12month Employment | Dates | Vacation Credits |
|--|--------------|-------------------------|
| (partial year) | 3/93-6/93 | None |
| 7/1/93 | 93-94 | 3 plus 2 |
| 7/1/94 | 94-95 | 10 plus 2 |
| 7/1/95 | 95-96 | 11 plus 2 |
| 7/1/96 | 96-97 | 12 plus 2 |
| 7/1/97 | 97-98 | 13 plus 2 |
| 7/1/98 | 98-99 | 14 plus 2 |
| ... | And so on... | Max of 20 |

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