

**ARTICLE 17: VACATIONS**

Vacations for classified employees will be granted to twelve (12) month employees on a vacation year basis.

The vacation year shall be July 1 through June 30, both for the purpose of earning credit toward vacation entitlement as described below and for the purpose of determining the period within which earned vacation must be taken. Thus, vacation is earned in one vacation year and is taken the following vacation year.

**For the purpose of this Article all** Classified employees on a twelve (12) month schedule shall be **entitled to earn vacation days under the following conditions:** granted in accordance with the following levels of service when they have completed the number of full years of unbroken service with the District indicated below as of June 30 of the vacation year preceding the year in which the vacation is to be taken. For purposes of this Article, the first full year of unbroken service is the first year the employee is in a paid status for 75 percent of the work year between July 1 through June 30 in his/her current twelve-month position as of July 1 of the year.

**A. Accrual: vacation shall be earned month by month (1/12 of the annual allotment) but shall be credited in advance of July 1 of each year. Upon separating from the District, any vacation used beyond the pro-rated amount earned at the time of separation will be deducted from the employee's final check.**

**Eligible employees shall accrue vacation based upon the following schedule:**

Vacation Per Year:

<b>Years of Continuous Service</b>	<b>Days of Vacation</b>
<b><u>0 4 but less than 5 years of unbroken service</u></b>	<b><u>10 days</u></b>
<b><u>5 but less than 6 years of unbroken service</u></b>	<b><u>11 days</u></b>
<b><u>6 but less than 7 years of unbroken service</u></b>	<b><u>12 days</u></b>
<b><u>7 but less than 8 years of unbroken service</u></b>	<b><u>13 days</u></b>
<b><u>8 but less than 9 years of unbroken service</u></b>	<b><u>14 days</u></b>
<b><u>9 5 but less than 10 years of unbroken service</u></b>	<b><u>15 days</u></b>
10 but less than 11 years of unbroken service	16 days
11 but less than 12 years of unbroken service	17 days
12 but less than 13 years of unbroken service	18 days
13 but less than 14 years of unbroken service	19 days
14 but less than 15 years of unbroken service	20 days
15 or more years of unbroken service	22 days

A classified employee on a twelve (12) month schedule who starts after July 1 shall receive a vacation the following vacation year. The vacation accrual will be prorated based on the number of days of service the employee actually worked between date of hire and the end of the fiscal year.

~~During any full vacation year an employee must be on paid status 75 percent of the work year to be eligible for vacation accrual and/or credit, otherwise vacation days earned are prorated for the number of full days, or major portion actually worked. Days of absence caused by job-related illness or injury qualifying for Workers' Compensation shall be counted as days worked for the purpose of vacation accrual.~~

**B. The vacation year shall be July 1 through June 30, both for the purpose of earning credit toward vacation entitlement as described below and for the purpose of determining the period within which earned vacation must be taken.** Time earned in one vacation year must be used within the following 18 months, or be forfeited. With the approval of the employee's supervisor, vacation days may be carried until June 30 of the following vacation year. **Maximum Accrual: No employee shall be allowed to accrue more than double their annual accrual of vacation, except when the inability to use accrued vacation is dictated by District requirements or when the District approves an employee's plan for a specific, exceptional use of a greater amount of vacation days in the subsequent year.**

~~Requests for vacation time normally shall be made at least five (5) working days in advance to permit the supervisor to adjust work assignments and/or arrange for substitute services during the vacation absence and may be taken when approved in advance by the employee's building administrator and District supervisor. An employee must first exhaust all other appropriate leave balances, including vacation and any earned compensatory time, to be eligible to request unpaid leave days. Consideration of employee vacation or unpaid requests will be based on the operational needs of the District.~~

~~*During any full vacation year an employee must be on paid status 75 percent of the work year to be eligible for vacation accrual and/or credit, otherwise vacation days earned are prorated for the number of full days, or major portion actually worked. Days of absence caused by job-related illness or injury qualifying for Workers' Compensation shall be counted as days worked for the purpose of vacation accrual.*~~

**C. New BSD 12-month employees: New 12-month employees shall not use vacation during the first ninety (90) days of employment with the district.** A classified employee on a twelve (12) month schedule who starts after July 1 shall receive a vacation the following vacation year. The vacation accrual will be prorated based on the number of days of service the employee actually worked between date of hire and the end of the fiscal year. **During the probation period the employee is credited with vacation, but it is not an earned right until after completion of the ninety (90) days.**

An **established BSD** employee who has worked a schedule of less than twelve (12) months per year and who transfers to a twelve (12)-month position may count all time since the most recent date of hire for purposes of calculating years of District service for determination of vacation entitlement. Computations will be based on days worked divided by 260 to determine a full year's service for vacation entitlement. **This time will be available the first (1st) day of the month after beginning the new position.**

~~*D. Requests for vacation time normally shall be made at least five (5) working days in advance to permit the supervisor to adjust work assignments and/or arrange for substitute services during the vacation absence and may be taken when approved in advance by the employee's building administrator and District supervisor. An employee must first exhaust all other appropriate leave balances, including vacation and any earned compensatory time, to be eligible to request unpaid leave days. Consideration of employee vacation or unpaid requests will be based on the operational needs of the District.*~~

~~Employees accruing vacation based on their previous years of service shall be granted access to vacation July 1 following the completion of their first contract year in the twelve (12) month position.~~

**E. If an employee's vacation request is denied by the District and cannot be rescheduled by the employee and District by the subsequent June 30, the employee shall have the option to:**

- 1. Be paid for the number of hours of unaccommodated vacation, that would be forfeited as a result of the maximum accrual limitations of this Article;**
- 2. Add the additional hours to the subsequent work year per B above; or**

**3. Utilize a combination of being paid and adding the additional hours to the subsequent work year. Payment shall be at the employee's regular rate of pay of the year it is earned and will be paid in the July payroll.**

**F. Repayment of Unearned Vacation: Upon termination of employment, it shall be the responsibility of the employee to repay to the District all used, unearned vacation, pursuant to a written agreement the employee must sign to take vacation that has not yet been earned.**

**G. Payment for Unused Vacation: Employees who resign, is laid-off, retired or who are separated from service of the District for any reason, or their beneficiary, shall be paid at the current rate for all accrued but unused vacation they have earned, prorated to the date of separation, limited to a maximum of 44 earned but unused vacation days.**