# ARTICLE 17: VACATIONS

**A. Vacation Accrual**

~~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.~~

1. Classified employees on a twelve (12) month schedule shall be granted vacation 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.~~

   Vacation Per Year:

| | |
|---|---|
| ~~1 but l~~**L**ess than 5 years of unbroken service: | 10 days |
| 5 but less than 10 years of unbroken service: | 15 days |
| 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 |

**2.** For purposes of this Article, the first full year of unbroken service is the first year the employee is **in a regular classified position** in a paid status for **seventy-five percent (**75**%)** ~~percent~~ of the work year between July 1 through June 30 ~~in his/her~~ **their** ~~current twelve-month position as of July 1 of the year~~.

**3. Vacation shall be earned month by month, but the annual allotment shall be credited in advance on July 1 of each year. The full 2025-2026 allocation will be credited within sixty (60) days of ratification.**

**4.** 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~~ work**s**~~ed~~ between date of hire and the end of the fiscal year.

**5.** *An 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* ***two hundred sixty*** *(260) to determine a full year's service for vacation entitlement.*

**6.** ~~During any full vacation year a~~**A**n employee must be on paid status ~~**seventy-five percent (**75%**)** 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.

**7. During the first six (6) months of employment in a twelve (12) month position the employee will be credited with vacation, but may not use vacation days.**

**B. Vacation Use**

**1. ~~Beginning July 1, 2026, a maximum of one-half of the employee's annual allotment per Section 17.A.1 above may be carried forward to the next fiscal year.Each July 1, all earned but unused vacation in excess of one-half of the annual allotment will be deleted from the classified employee's vacation balance.~~**

Time earned in one vacation year must be used within the following **eighteen (**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.

**2.** Requests for vacation time ~~normally~~ shall be made **as far in advance as possible, normally** 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**. Vacation** ~~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.

~~An 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 **two hundred sixty (**260**)** to determine a full year's service for vacation entitlement.~~

~~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.~~

**C. Separation of Employment**

**1. Repayment for Unearned Vacation: Upon separation from the District, any vacation used beyond the pro-rated amount earned at the time of separation must be repaid and will be deducted from the employee's final paycheck.**

**2. Payment for Unused Vacation: Upon separation from the District, the District shall pay out at the employee's current rate of pay any earned but unused vacation time, prorated to the date of separation, limited to a maximum of the employee's annual allotment.**