

**RANCHO SANTA FE SCHOOL DISTRICT**

**Board Policies Covering All Classified Employees**

**Board Policy No. 4205:     VACATION PLAN**

A.     Eligibility:

All employees except substitute, short-term and limited term employees shall be provided paid vacations. Employees shall not be permitted to take vacation days during their probationary period.

B.     Paid Vacation:

Employees shall receive a monthly rate of vacation, according to years of service, for each month they are in a paid status for more than one-half of the working days of the month. The employee's anniversary date shall be the basis for the computation of earned vacation for longevity in service. For computational purposes, 10½ month employees will be treated as 11 month employees. Pay for vacation days for classified employees shall be the same as that which the employee would have received had they been in a working status.

C.     Vacation Accrual:

All employees shall accrue vacation based upon years of service as follows:

<u>Years of Service</u>	<u>Vacation Days Accrued Per Month</u>
1 – 5 years	1 day
6 – 10 years	1 1/4 days
11 or more years	1 2/3 days

D.     Limit On Accrual Of Vacation:

An employee is entitled to earn or accrue no more than forty (40) vacation days. This provision shall be effective on July 1,1993.

E.     Vacation Scheduling:

Vacations shall be scheduled by the District at times requested by employees consistent with the best interests of the District and within the District's work requirements. Absent an exception being granted by the Superintendent or designee, vacation shall not be taken on days when students or teachers are scheduled to be at school (e.g., school days and in-service training days). Employees shall normally be required to request vacation at least two (2) weeks prior to the date the intended vacation is to begin.

F.     Annual Vacation Payout for Certain 10 Month Employees:

Due to the operational need for employees to be at work on days when students or teachers are present, 10 month employees with more than five (5) years of service in the District will normally accrue more vacation on an annual basis than they are able to use. These employees shall be annually paid for any accrued but unused vacation in June.

G. Vacation Postponement:

1. If an employee's vacation becomes due during a period when they are on leave due to illness or injury, they may request that their vacation date be changed, and the District shall grant such request in accordance with vacation dates available at that time. The employee may elect to have their vacation rescheduled in accordance with the vacation schedule available at that time, or may request to carry-over vacation to the following year.
2. Except as provided in Paragraph F, above, if for any reason a classified employee is not permitted to take all or any part of their annual vacation the amount not taken shall be accumulated for use in the following year.

H. Interruption of Vacation:

An employee shall be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, provided the employee supplies prior written notice and supporting information regarding the basis for such interruption or termination.

I. Holidays:

When a paid holiday falls during the scheduled vacation of an employee, such paid holiday shall not be counted as a vacation day.

J. Vacation Pay Upon Termination:

An employee terminating for any reason, after six (6) months of service, shall be paid for any unused vacation earned. The termination date will be the employee's last day of service, and any unused vacation to be paid will be computed to that date. If an employee is terminated and had been granted vacation which was not yet earned at the time of termination of his services, the District shall deduct from the employee's severance check the full amount of salary which was paid for such unearned days of vacation taken.

Legal Reference:

Education Code sections 45103, 45197, 45200, and 45286

Date Policy Adopted By The Board: September 6, 1990

Date Policy Revised By The Board: March 17, 1993

Dates Policy Reviewed By The Board: January 13, 2005; May 17, 2007; December 11, 2008, May 13, 2025