CHAPTER 13

VACATIONS

BARGAINING UNITS REFER TO CONTRACT

13.1 <u>VACATIONS</u>

13.1.A <u>RATIO FOR EARNING VACATION/REGULAR EMPLOYEES:</u> Regular classified employees, or a regular employee temporarily assigned to a provisional or limited term assignment, shall earn vacation as approved by the Board of Trustees. The Board of Trustees provides that an employee earns vacation on a monthly basis at the rate of:

Fiscal Year of Employment	Days per Year	Rate Earned
^{1st} year through 3 rd year 4 th year through 6 th year 7 th year through 9 th year 10 th year through 12 th year	13	.0500
7 th year through 9 th year	15 17	.0577 .0654
10 th year through 12 th year 13	19	.0731

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- 1. An employee absent on leave without pay or an employee laid off for lack of work or lack of funds shall not accumulate vacation credit during the period of his/her absence from active service.
- 13.1.F <u>PROBATIONARY EMPLOYEES VACATION RIGHTS:</u> Probationary employees shall not have a right to use earned vacation until the completion of six (6) months of employment.
 - 1. Following the completion of six (6) months of paid service, new employees will be eligible to take vacation.
 - 2. The employee shall be credited with the hours of vacation accumulated in accordance with the provisions of the vacation allowance section.
- 13.1.G <u>VACATION SCHEDULING FOR LESS THAN ELEVEN MONTH EMPLOYEE:</u> Regular employees who work less than eleven (11) months shall take their earned vacation during the Winter and /or Spring recesses. Ho2 50eTm(k)Til 2 0 0y8 1.9009 Tm()Til EE:

- 13.1.K. EARNED VACATION UPON TERMINATION: When a classified employee terminates employment, the employee shall be entitled to lump sum compensation for all earned and unused vacation, at their regular rate of pay, except for employees who have not completed six (6) months of employment in regular status shall not be entitled to such compensation.
- 13.1.L <u>VACATION CARRY-OVER:</u> Twelve (12) or eleven (11) month employees may carry over to the next fiscal year one-half (½) of their July 1 balance each year. Employees working less than eleven (11) month who are unable to take the full vacation allowance because of the District requirements, shall be paid for vacation due them as of June 30.
 - 1. Classified directors, management/supervisory, and confidential employees may accrue a maximum number of vacation days equal to one and one half (1 ½) times their annual vacation as of July 1st of a fiscal year.
 - If an employee has accumulated the maximum allowable vacation, and as required by the District is unable to use the vacation, the Superintendent-President or his/her designee, for the convenience of the District, may extend the time during which earned vacation may be utilized by not more than two months or authorize payment in lieu of vacation earned above the maximum allowable accumulation.
- 13.1.M <u>VACATION HOLIDAYS:</u> If a District-approved holiday falls within a scheduled vacation, the employee shall not be charged a vacation day for the holiday.
- 13.1.N <u>VACATION POSTPONEMENT:</u> Vacation may, with the approval of the District, be taken any time during the school year. If the employee is not permitted to take his/her annual vacation, the amount not taken shall accumulate for use in the next year or be paid for in cash at the option of the governing board.

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REFERENCE: Education Code Sections 88080, 88081, 88190 and