

Administrative Regulation

Classified Employees, Vacation for

Every regular classified employee, permanent and probationary, shall earn vacation at the following rate as part of his/her compensation:

- A. Regular classified employees who have completed less than two years of service shall earn vacation at the rate of .03846 hours of vacation for each hour for which full pay is received. (12-month employees will receive 10 days of vacation per year.)
- B. Regular classified employees who have completed more than two and less than four years of service shall earn vacation at the rate of .04600 hours of vacation for each hour for which full pay is received. (12-month employees will receive 12 days vacation per year.)
- C. Regular classified employees who have completed more than four and less than eight years of service shall earn vacation at the rate of .05748 hours of vacation for each hour for which full pay is received. (12-month employees will receive 15 days vacation per year.)
- D. Regular classified employees who have completed more than eight and less than nine years of service shall earn vacation at the rate of .06131 hours of vacation for each hour for which full pay is received. (12-month employees will receive 16 days vacation per year.)
- E. Regular classified employees who have completed more than nine and less than 10 years of service shall earn vacation at the rate of .06514 hours of vacation for each hour for which full pay is received. (12-month employees will receive 17 days vacation per year.)
- F. Regular classified employees who have completed more than 10 and less than 11 years of service shall earn vacation at the rate of .06900 hours of vacation for each hour for which full pay is received. (12-month employees will receive 18 days vacation per year.)
- G. Regular classified employees who have completed more than 11 and less than 12 years of service shall earn vacation at the rate of .07280 hours of vacation for each hour for which full pay is received. (12-month employees will receive 19 days vacation per year.)

- H. Regular classified employees who have completed more than 12 and less than 14 years of service shall earn vacation at the rate of .07663 hours of vacation for each hour for which full pay is received. (12-month employees will receive 20 days vacation per year.)
- I. Regular classified employees who have completed more than 14 years of service shall earn vacation at the rate of .08430 hours of vacation for each hour for which full pay is received. (12-month employees will receive 22 days vacation per year.)
- I. Confidential employees shall earn vacations according to the following schedule:

<u>School</u>					
<u>Years of Service</u>	<u>12 mo</u>	<u>11 mo</u>	<u>10.5 mo</u>	<u>10 mo</u>	<u>Session</u>
Less than 8 years	15.0	13.5	13.0	12.5	11.5
More than 8 years	22.0	20.0	19.0	18.0	16.5

Vacation shall be accumulated in fractions of hours and shall be rounded off to the nearest hour at the end of the fiscal year or when the employee leaves the classified service.

Computation of vacation starts with the fiscal year.

Eligibility to take vacation will commence on the first day of the month following completion of six months or 130 days of paid service in regular assignments.

No payment for accumulated vacation shall be made to an employee who terminates prior to attaining eligibility to take vacation.

Earned vacation is to be taken during the fiscal year first following the year in which earned.

Vacation schedules shall be approved by the department head. Effort shall be made to enable vacation to be taken at times convenient to the employee, consistent with the needs of the district and the workload of the department.

Vacation may be granted by the employee’s department head even though not earned at the time the vacation is taken.

Unearned vacation that has been granted shall be deducted from an employee's final salary warrant if employment terminates prior to earning such vacation.

Ten-month and 11-month employees shall take vacation during the spring and winter school recess.

Employees are expected to take their full vacation each year. Vacation credit may, with the approval of the department head, be accumulated to a maximum of two years.

No deduction shall be made from the vacation credit of any employee for holidays occurring during the assigned vacation period of the employee.

The rate at which vacation is paid shall be the employee's current rate.

Vacation shall not be granted for periods of less than one hour.

Upon separation from service, an employee shall be paid for accumulated vacation at the employee's current rate of pay.

An employee who commences a prescribed vacation period and subsequently becomes ill or bereaved before the vacation period has been completed may request termination of vacation and placement on sick leave provided:

- A. The illness (or bereavement) leave is for three consecutive days or more.
- B. The illness (or bereavement) is such that had the employee been working, he would have been absent on sick or bereavement leave.
- C. The illness (or bereavement) falls within the work year of the employee.
- D. The illness (or bereavement) is substantiated by the employee.

The subject of this regulation is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the school district and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this regulation as they apply to employees in that unit.

(Page 3 of 3)

Ref: EC Sections 45136, 45197, 45200, 45261

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