

Administrative Regulation

Management Employees; Vacation, Twelve-Month Employees

A twelve-month management employee shall earn 1.83 vacation days per month which is equivalent to 22 days per year.

Employees are expected to take vacation immediately following the fiscal year in which it has been earned. In no case shall vacation be accumulated beyond 44 days.

Requests to use vacation should be submitted in writing to the superintendent or the designee. Any changes in approved vacation schedules should be requested in writing.

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

Under unusual circumstances, unearned vacation may be granted by the superintendent or the designee. Final salary warrants shall be adjusted for all unearned vacation.

Ref: EC Sections 35010, 35161

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