

1 **ARTICLE 13 - VACATIONS**

2 **13.1** All unit members shall earn paid vacation time from the beginning date of service.
3 Vacation benefits are earned on a monthly basis. Unit members shall be entitled to take
4 vacation leave after the completion of six (6) months of service.

5 **13.2** Unit members with a work year of less than twelve (12) months will be paid for
6 earned vacation. The amount will be averaged into the equal payments for their particular
7 work years.

8 **13.3** Twelve-month unit members will normally take their vacation during school
9 recesses (winter, spring, and summer recess) as scheduled and approved by their
10 immediate supervisor. At the discretion of the District, some unit members may be required
11 to take their vacations at times other than those listed above. Vacations will be scheduled
12 at the convenience of the District and as nearly as possible at the convenience of the unit
13 member. All vacation requests must be submitted [in the absence management system](#)
14 [five \(5\) working days](#) in advance, when possible, and are subject to approval of the unit
15 member's immediate supervisor, subject to final approval of the Assistant Superintendent,
16 Human Resources. This decision shall be given to unit members within two (2) working
17 days upon receipt of the vacation request. Failure to respond to a vacation request
18 constitutes an approval. Where an employee is denied vacation, the District shall provide
19 a written reason. If the employee believes the reason is not justifiable, the unit member
20 may appeal to the Human Resources Division. Except in emergency situations, the District
21 will notify 12-month unit members at least 90 calendar days before the required vacation.

22 **13.4** A unit member may take vacation before it is actually earned when such is
23 expressly approved by the unit member's supervisor and the Assistant Superintendent,
24 Human Resources.

25 **13.5** If a holiday occurs within a scheduled vacation period of a unit member, that day
26 will be counted as a paid holiday and not as a day of vacation. If a unit member becomes
27 ill during his vacation, he should notify his supervisor immediately. The duration of the
28 illness may then be charged against his sick leave, not against his vacation leave. A
29 statement from a physician may be required.

30 **13.6** Vacation is accrued, as earned, by unit members in accordance with the schedule
31 set forth below. The schedule is premised on a twelve (12) month work year and eight (8)
32 hours per day. Unit members whose assignment is less than twelve (12) months and/or
33 less than eight (8) hours per day shall earn paid vacation each fiscal year proportional to
34 the full work year.

1 **13.6.1** - Unit members from the first year through the fourth year of service earn
2 vacation time at the rate of one (1) day of vacation for each month of service.

3 **13.6.2** - Commencing with the fifth year of service, the unit member shall earn
4 vacation time at the rate of one-and-one-fourth (1.25) days for each month of
5 service.

6 **13.6.3** - Commencing with the tenth year of service, the unit member shall earn
7 one-and-one-half (1.5) days for each month of service.

8 **13.6.4** – Effective July 2, 2009, commencing with the fifteenth year of service, the
9 unit member shall earn 1.67 days for each month of service (20 days per fiscal
10 year).

11 **13.6.5** – Effective July 1, 2010, commencing with the twentieth year of service, the
12 unit member shall earn 1.83 days for each month of service (22 days per fiscal
13 year).

14 **13.7 Computation of Proportional Vacation Earnings** - For purposes of computing
15 part-time employee vacation earnings, a full year is defined as 2,088 hours, based upon
16 21.75 working or holiday days per month, which is 174 hours per month. Therefore, total
17 annual hours in regular paid status as related to 2,088 hours shall determine proportional
18 vacation earnings for unit members assigned less than eight (8) hours daily for twelve (12)
19 months.

20 **13.8 Determining Year of Employment** - For purposes of determining years of
21 employment, the first year of employment shall be from initial employment until the first
22 anniversary date. All subsequent years shall be determined in accordance with salary step
23 placement each anniversary date. However, a change in classification, which results in a
24 reduced step placement on a higher range shall not impair years of service advancement
25 for purposes of determining earned vacation.

26 **13.9** Unit members working less than twelve (12) months will be paid for their earned
27 vacation days, averaged over the employee's number of pay periods. An employee who
28 does not complete the work year in a paid status may have to repay vacation. Computation
29 will be made at time of separation.

30 **13.10** When a unit member is separated from employment for any reason, the unit
31 member shall be entitled to vacation earned and accumulated in accordance with 13.13 of
32 this Article.

33 **13.11** Pay for vacation days for unit members shall be the same as that which the unit
34 member would have received had he/she been in his/her normal work status.

1 **13.12** Vacation may be taken in thirty (30) minutes increments.
 2 **13.13** Earned vacation for twelve (12) month unit members will be credited to the unit
 3 member's record at the end of each month. Twelve (12) month unit members may not
 4 accumulate more than a maximum number of days of vacation equal to two (2) years of
 5 earned vacation as of June 30.
 6 The District will pay twelve (12) month unit members for any earned and accumulated
 7 vacation pay equal to two (2) years earned vacation at the time of separation of
 8 employment with the District. (See Example 1.)
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Example 1			
MAXIMUM	June 30, 2012-2013	June 30, 2013-2014	Current Year 2014-2015
12 month unit members with 10 years service	18 days (+18)	36 days maximum	Current year must use vacation unless denied by District. Any days denied by District in excess of the maximum accumulation shall be paid. As of June 30, unit members cannot have more than 36 days (288 hours).

12 Effective July 1, 1994, if a unit member has been denied from using vacation credit as a
 13 result of the needs of the District, the District will pay for all denied days in excess of the
 14 maximum accumulation. It shall be the responsibility of the unit member to produce
 15 evidence of such denial.
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