

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 one (1) week in advance, when possible,  
14   and are subject to approval of the unit member's immediate supervisor, subject to final  
15   approval of the Assistant Superintendent, Human Resources. This decision shall be given  
16   to unit members within two (2) working days upon receipt of the vacation request. Failure  
17   to respond to a vacation request constitutes an approval. Where an employee is denied  
18   vacation, the District shall provide a written reason. If the employee believes the reason is  
19   not justifiable, the unit member may appeal to the Human Resources Division. Except in  
20   emergency situations, the District will notify 12-month unit members at least 90 calendar  
21   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.)

9    //

10    //

11

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.

16   //

17   //

18   //

19   //

20   //

21   //

22   //