



ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7260

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CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **3-01-73**

SUBJECT: **Vacation of Child Development Center
Certificated Employees Other Than
Management Employees**

REVISED: **1-29-2007**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing vacations for certificated employees on Child Development Center Salary Schedule. Employees on the teacher’s salary and military science schedules do not accrue paid vacation time.
2. **Related Procedures:**

Vacation of classified employees	7436
Vacations of management/confidential/supervisory employees	7635
Standardized work years	7055

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-2400; Education Code Sections 35160, 45197; collective negotiations contract.
2. This procedure pertains to matters within the scope of collective bargaining. Contract language within specific collective bargaining agreements on this topic shall prevail over any language to the contrary in this procedure.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division.
2. **Eligibility** for maximum vacation entitlement is determined on the basis of an employee's years of service with the district. In computation of years of service the following rules apply:
 - a. Employees receive credit only for *actual* years of service with the district in positions that are eligible for vacation benefits.

- b. **Break in service.** Resignations, releases, suspensions, layoffs, and leaves (other than military and sabbatical leaves) that result in an absence in excess of ninety (90) calendar days are not credited toward years of service. Absences for less than ninety (90) calendar days are disregarded when computing the number of full years completed.
3. **Vacation Entitlement.** Vacations shall be earned and accrued on a monthly basis at a rate determined by the number of years of service completed with the school district.
- a. Child Development Center teachers assigned to a ten-month or ten-month year-round work year receive no vacation entitlement, but are not required to work during spring or winter vacations or during intersessions.
- b. Substitute, temporary, and hourly certificated employees are not eligible for paid vacations.
- c. Child Development Center teachers assigned to a twelve-month or eleven-month work year accrue vacation hours as follows:

Months of Service	Hours/Month
1 - 36	11.40
37 - 84	12.03
85 - 132	12.70
133 - 156	13.60
157 - 180	14.00
181+	14.60

Employees in such assignments must deduct from accrued vacation entitlements any vacation days taken when schools are closed for winter or spring vacations. A month is defined as employment for at least fifteen (15) calendar days in the month.

4. **Effect of Transfer to Another Work Year**
- a. A Child Development Center teacher transferred from a twelve-month or eleven-month work year to a ten-month work year may use any earned but unused vacation after the effective date of transfer when approved by receiving management employee, or will receive lump sum compensation.

- b. A Child Development Center teacher transferred from an eleven-month to a twelve-month work year may retain any earned but unused vacation entitlement, and will begin accruing vacation entitlement on the basis of the twelve-month assignment as of effective date of the new assignment.
5. **Effect of Separation from Service.** An employee shall be entitled to lump sum compensation for all earned and unused vacation except employees who have not completed six months of employment in regular status.

Exception: A retiring employee may, with district approval, set his/her end of service date to include all earned but unused vacation days and thereby increase total service credit for retirement purposes. Vacation days used in this way are considered terminal leave, and no additional vacation entitlement accrues to an employee during this leave.
6. **Vacation Accumulations.** Maximum accumulation of vacation permitted for all employees is 328 hours.
7. **Vacation Scheduling**
 - a. Ordinarily, vacation will not be taken before completion of six months in an assignment. Employees will schedule vacations at convenience of the district and with prior approval of principal, department head, or division head concerned. *Paid substitutes* for persons on vacation are not authorized; vacations should be scheduled accordingly.
 - b. Employees whose vacation balance exceeds 328 hours must take sufficient vacation time to reduce their vacation balance to 328 hours by the last working day of August annually.
8. **Use of Vacation Days in Advance of Accrual.** In exceptional cases, division heads may authorize use of vacation entitlements in advance of accrual. A memo signed by the division head explaining circumstances and designating authorized vacation days must be sent to the Payroll Department, Financial Operations Division, at least two weeks prior to the time vacation is taken, with a copy to employee. If an employee resigns, retires, or is reassigned to a ten-month work year prior to fully earning and accruing vacation already taken, such excess days will be subtracted from final pay.
8. **Reports on Vacation Balances and Vacation Taken.** Monthly pay warrant stubs and on-line time sheets show hours of vacation taken and vacation balances.
9. **Recovery of Salary Overpayments.** Accrued vacation may be used to repay the District for salary overpayments made to an employee. An employee who has

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worked at least six months for the District can elect to have salary overpayments paid back to the District through deductions from his/her accrued vacation, provided deductions can only be made if they do not deplete the employee's accrued vacation below forty (40) hours (based on 1 week of accrual at FTE 1.00).

D. IMPLEMENTATION

1. **Employee** requests vacation days or cancels previous requests, using Absence Request form (E.1.); submits to principal/Child Development Center Administrator/department head.
2. **Principal/Child Development Center Administrator/department head** reviews vacation schedules; signs approved vacation requests and forwards to school/departmental timekeeper.
3. **School Secretary/Timekeeper**
 - a. Sends one copy of approved vacation request form to employee; retains one copy for reference; distributes third copy as instructed by principal/department head (do not send to the Payroll Department, Financial Operations Division).
 - b. Reports and maintains vacation data in hours. An employee with a 50 percent position (.50 position equivalent) is charged for *four hours* of vacation time *for each day* of vacation taken; an employee with a 75 percent position (.75 position equivalent) is charged for *six hours* of vacation time *for each day* of vacation taken; a full-time employee is charged for *eight hours* of vacation time for each day of vacation taken. Vacation time for certificated employees may *not* be recorded in increments of less than one hour.
 - c. Records vacation hours accurately on monthly time sheets. (At centers/schools, insures that any days *not* worked by eleven- or twelve-month personnel *during periods when schools are closed* are accurately reported in vacation hours.) Reports errors or omissions in recording vacations on time sheets to the Payroll Department by submitting the On-line Roster/Time Reporting Error Notice form (E.2.). Notice must be signed by principal, department head, or division head.
4. **Payroll Department**, determines vacation entitlement for persons newly employed or transferred to eleven- or twelve-month assignments.

E. FORMS AND AUXILIARY REFERENCES

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1. Absence Request – Available on District Web Site (Employment)
2. On-line Roster/Time Reporting Error Notice – Available on District Web Site (Employment)

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff,
For the Superintendent of Schools