



CATEGORY: **Personnel, Classified Staff**

EFFECTIVE: **1-29-62**

SUBJECT: **Vacations of Classified Employees**

REVISED: **1-09-07**

A. PURPOSE AND SCOPE

- 1. To outline administrative procedures governing vacations for classified personnel. Substitute, hourly, and temporary employees are not eligible for paid vacations.
- 2. **Related Procedures:**
 Vacations of management/supervisory/confidential employees7635
 Standardized work years7055

B. LEGAL AND POLICY BASIS

- 1. **Reference:** Board policy: I-2400; Education Code Section 45197; collective negotiations contracts.
- 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 Vacations.** Based on actual months of service, eligibility is computed by using the following rules:
 - a. Military and sabbatical leaves are credited as service for eligibility purposes; resignations, releases, suspensions, layoffs and long-term leaves longer than ninety (90) calendar days constitute a break in service. (Service in a position that does not accrue vacation is not creditable.)
 - b. Employees with a break in service are credited only with actual months of service; service broken for periods of less than ninety (90) calendar days is disregarded when computing years completed.
 - c. New employees and employees who become eligible for vacation after initial employment accrue vacation from the first of the month in which eligibility begins, provided their eligibility begins on or before the fifteenth of the month. If eligibility commences on or after the sixteenth of the month, vacation is accrued from the first of the following month.

- d. Employees in job classifications on the management, confidential and supervisory salary schedules are granted vacation benefits in accordance with the terms and conditions outlined in Procedure 7635.

3. **Approximate Number of Vacation Days Per Year/Assignment Year:**

Months of Service	Hours Per Month	10-Month Days*	11-Month Days*	12-Month Days*
1- 48	8.0	10.0	11.0	12.0
49-108	11.07	13.8	15.2	16.6
109-144	13.8	16.4	18.0	19.6
145 or more	14.0	17.5	19.3	21.0

* Assuming a full-time position. A proportionate number of days is granted for part-time positions.

4. **Vacations During First Six Months of Employment.** An employee does not have a vested right to vacation pay until completion of six months of service, although vacation is accrued each month. New employees at school sites who have worked less than six months when schools close during winter and spring vacations are paid for any vacation days accrued. If an employee is terminated before completing six months of service, vacation days already paid to that employee are deducted from the final pay warrant.
5. **Effect of Separation From Service.** At separation or when going on a leave of absence of one year or more, a lump sum is paid for all earned and unused vacation time except when less than six months of employment have been completed. With school district approval, a retiring employee may set the ending date of service to include all earned and unused vacation hours and thereby increase total service credit for retirement purposes. Such use of vacation hours is terminal leave and no vacation entitlement accrues during this leave.
6. **Maximum Accumulations of Vacation.** The maximum accumulation of vacation permitted for all employees is 328 hours.
7. **Vacation Scheduling**
- Vacations may be granted in hourly increments of an employee's workday.
 - Vacations will be scheduled at school district convenience with prior approval of the principal, department head or division head.

- c. Vacations are taken *after* time is earned. Employees in 10-, and 11-month work years who do not work during designated school vacation periods will have a pay deduction for any vacation hours not accrued.
- d. Employees whose vacation balance exceeds 328 hours must take off 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

- a. A division head may authorize use of a vacation entitlement prior to accrual in exceptional circumstances (D.5.). If an employee resigns or retires before earning vacation already taken, pay for excess days is deducted from final pay.
- b. Permanent 10-, and 11-month employees in their second through sixth year of vacation entitlement may accumulate a maximum negative vacation balance equal to five months of vacation accrual (40 hours for full-time employees). These negative balances are to be depleted before the payroll docking process occurs.

9. Reports of Vacation Balances and Vacation Taken

- a. Monthly pay warrant stubs and time sheets show hours of vacation taken and vacation balances.
- b. The amount of vacation taken represents vacation from the sixteenth day of the previous month through the fifteenth day of the current month. Monthly accruals are added to vacation balances before vacation taken is deducted.

10. **Recovery of Salary Overpayments.** Accrued vacation may be used to repay the District for salary overpayments made to an employee. An employee who has 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, provide that deductions can only be made if they do not deplete the employee's accrued vacation below forty (40) hours.

D. IMPLEMENTATION

- 1. **Payroll Unit, Human Resource Services Division,** establishes vacation entitlement dates for all classified employees.

2. Employee

- a. **Ten-, or eleven-month work year.** Employee takes no action unless vacation is requested at times other than school recess periods.
 - b. **Twelve-month work year.** Employee discusses preferred vacation schedule and any changes with principal, department head or division head; uses vacation request form to request or cancel vacation. If requesting vacation in advance of accrual, attaches statement of justifying reasons (C.8.a.).
3. **Principal, department head or division head** approves vacation schedules; signs vacation request forms and forwards to timekeeper. When employee requests use of vacation time in advance of accrual, forwards request to appropriate division head.
4. **Maintenance and Operations Director** approves or disapproves changes in vacation dates of custodial employees working in schools during school vacation period when principal is not on duty (D.6.d.).
5. **Division head** reviews requests for use of vacation time prior to accrual (C. 8.a.); approves or disapproves. *If approved*, at least two weeks before beginning of vacation sends signed memo to the Payroll Unit, Human Resource Services Division, specifying circumstances and number of hours authorized; sends one copy to employee. Returns approved and disapproved requests to principal/department head.
6. **School Secretary/Timekeeper**
- a. Sends one copy of approved request to employee; retains one copy for reference; distributes third copy as instructed by principal, department head or division head.
 - b. Maintains and reports vacation data in hours on monthly time sheet; charges full-time employee 8 hours for each day of vacation and part-time employee for number of hours in his/her assigned day when vacation is taken. (For example, an employee in a 75 percent assigned day is charged 6 hours for each vacation day.)
- Note:** Vacations may be granted in hourly increments of an employee's workday.
- c. Reports errors or omissions in recording vacations on time sheets to the Payroll Unit, Employee Services Department, by submitting "Time Sheet Error Notice" form (E.2.) signed by principal, department head or division head.

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- d. In June, forwards list of names and approved vacation dates for custodial employee vacations scheduled for June, July and August to the Maintenance and Operations Director.

E. FORMS AND AUXILIARY REFERENCES

1. Vacation Request, Classified and Certificated, Stock Item 22-V-0111
2. Time Sheet Error Notice, Stock Item 22-T-3400
3. Personnel/Payroll Handbook

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff

For the Superintendent of Schools