



**ADMINISTRATIVE PROCEDURE**  
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7635

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CATEGORY: **Personnel, Management/Supervisory Staff**

EFFECTIVE: **3-01-73**

SUBJECT: **Vacations of Management/Confidential/  
Supervisory Employees**

REVISED: **3-07-07**

**A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing vacations for classified and certificated personnel on the management salary schedule and classified employees on the confidential or supervisors salary schedule.
2. **Related Procedures:**

Standardized work years .....	7055
Vacations of classified employees .....	7436
Vacations of certificated employees other than management employees .....	7260

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: I-2400, I-7151; Government Code Sections 3540-3549.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division.
2. **Vacation Entitlement**
  - a. **Definition:** Month is defined as employment for at least fifteen (15) calendar days in a month.
  - b. Certificated management employees with a 209 or 218-day work year do not receive vacation entitlement and are not required to work during periods when schools are closed during winter and spring vacation periods.
  - c. Certificated or classified management, and classified confidential or supervisory employees with a 228-day work year accrue 1.75 days of vacation for each month of service (14 hours for a full-time position). Entitlement for a full year of service amounts to approximately twenty-one (21) days.
  - d. Confidential and supervisory employees with a 228-day work year must deduct from accrued vacation entitlement any vacation days taken during periods when schools are closed during winter and spring vacation periods.

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3. **Effect of Separation from Service.** At separation during any year, all earned and unused vacation for that year will be paid in one lump sum.
4. **Vacation Accumulation.** The philosophy of the district is that the entire purpose of vacation is to provide essential rest and recreation away from work-related pressures in order that an employee may return to the job better able to carry out responsibilities of the assignment. The maximum accumulation of vacation permitted for all employees is 328 hours.
5. **Vacation Scheduling.**
  - a. The general policy of the district is that no employee, other than a terminating employee, shall be permitted to take more than twenty (20) consecutive days of vacation without approval of the appropriate division head. Vacations *may be* scheduled to meet preference of staffing members, with due regard for the need of maintaining an adequate district staffing on a twelve-month basis.
  - 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.

Area superintendents will consider all requests for non-workdays and winter/spring work schedules on the conditions that there is adequate administrative coverage. Principals will be expected to assume the leadership of extended year learning time.

6. **Use of Vacation Days in Advance of Accrual.** Division heads have discretionary authority to permit management, confidential and supervisory employees to use their vacation entitlements in advance of accrual. Should an employee resign, retire or be changed to a shorter duty year prior to fully earning and accruing vacation already taken, such excess days will be subtracted from final pay.
7. **Approval of Vacation/Non-Workday Dates.** Initial approval for vacation/non-workday dates is given by the employee's immediate supervisor, and then submitted to appropriate division head for review and final approval if needed. Superintendent approves vacation/non-workday requests for division heads and department heads reporting to the superintendent. Changes in vacation/non-workday dates must be approved in same manner as original vacation/non-workday requests.
8. **Use of Vacation Accrued Prior to Placement on Standardized Work Year.** Immediate supervisors have the discretionary authority to permit certificated and classified management employees to use their vacation entitlements accrued prior to

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placement on the standardized work year. Vacations may be authorized with due consideration given to maintaining adequate administrative coverage.

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 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 that 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 non-workdays or cancels previous requests using the Absence Request form; submits to approving manager (C.7.) via appropriate department head or supervisor.
2. **Approving manager** reviews vacation/non-workday schedules; signs the Absence Request form and forwards to departmental timekeeper. If use of vacation days/non-workdays in advance of accrual has been approved (C.6.), sends memo to the Payroll Department, Financial Operations Division, so time taken will not be deducted from pay warrant.
3. **Departmental Timekeeper**
  - a. Sends one copy of approved "Absence Request" form to employee; one copy to intermediate department head or supervisor, if any; retains one copy for reference.
  - b. Maintains and reports vacation/non-workday data in hours. (An employee with a 50 percent position [.50 position equivalent] is charged for *four hours of vacation/non-workday time* for each day of vacation/non-workday taken; a full-time employee is charged for *eight hours of vacation/non-workday time* for each day of vacation/non-workday taken.) Vacation/non-workday time may be taken in hourly increments.
  - c. Records vacation/non-workday hours accurately on monthly time sheets. At schools, ensures that any days not worked by 209-day or 218-day certificated management employees during periods when schools are closed are accurately reported in vacation/non-workday hours.

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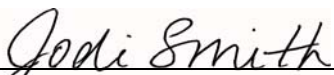
- d. In the event that errors or omissions occur in recording vacations/non-workdays on time sheets, sends On-line Roster/Time Reporting Error Notice, signed by division head, to the Payroll Department to effect corrections in vacation/non-workday balance.
4. **Payroll Department** determines vacation entitlement for persons newly employed or transferred to management, confidential or supervisor's salary schedule.

#### **E. FORMS AND AUXILIARY REFERENCES**

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**

  
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Chief of Staff  
For the Superintendent of Schools