

**VACATIONS: SUPERVISORY AND CONFIDENTIAL CLASSIFIED PERSONNEL**

The District will provide vacations with pay to employees in proportion to the time worked each year and to the length of service within the District. Regular permanent and probationary employees earn vacation credit at the rate of one (1) day for each full month of paid service. A full month of paid service is defined for vacation purposes as the "number of working days for that month." Vacation credit shall be computed on a fiscal year basis beginning July 1 and ending June 30. Vacation pay is based upon the rate of pay (including shift premium) an employee is earning at the time he/she begins his/her vacation.

No vacation shall be taken until completion of the initial six months (probationary period) of employment.

**A. Vacation Computation**

1. After completion of the probationary period, a permanent employee is eligible for paid vacation as follows:

<u>YEARS OF SERVICE</u>	<u>VACATION DAYS</u>
1 to 4 Years	13 Days
5 Years	14 Days
6 to 7 Years	15 Days
8 Years	16 Days
9 Years	17 Days
10 to 12 Years	18 Days
13 to 15 Years	19 Days
16 to 18 Years	20 Days
19 Years	21 Days
20 +	22 Days

2. Prorating of Vacation

- a. A permanent part-time employee shall have his/her vacation prorated in the same ratio as his/her work hours per day, days per week, weeks per month or months per year bear to eight (8) hours per day, 40 hours per week, calendar weeks per month, or 12 months per year. For example, a ten month employee who works six (6) hours per day would be entitled to ten (10) days vacation at his/her regular 6/8 rate of a full-time (8 hour) day.
- b. Additional vacation days granted to long service employees such as ten year employees shall be prorated in the same manner as regular vacation days for those employees who work less than full time.

Fullerton Joint Union High School District  
**AR 2681.1(b)**

**B. Computing Length of Service**

1. Length of service for determining vacation eligibility is computed from the first working day of the month employed or re-employed. To earn credit for a particular month, an employee must have started work on the first working day of the month.
2. The amount of vacation due an employee in any given fiscal year is affected by an employee's attendance and accordingly, employees on leaves of absence without pay or on layoff status shall not receive credit for that month or months which they do not receive pay. However, an employee who receives half-day or full-day sick leave payments shall receive credit towards vacation eligibility.

**C. Scheduling of Vacations**

1. Vacations must be scheduled and approved in advance by an employee's immediate supervisor prior to being taken. Vacations may be scheduled any time after completion of the probationary period. Vacation schedules shall be prepared by administration with consideration being given to times requested by employees that are consistent with operational needs.
2. No earned vacation credit shall be taken until completion of the probationary period.

**D. Vacation Pay for Employees who Separate Service from the District**

1. A regular permanent employee who terminates his/her employment with the District shall receive vacation pay in lieu of paid vacation time off for the unused vacation credit earned. However, a terminating employee must have completed at least six (6) full months of continuous service to receive any vacation benefits.
2. A permanent employee who terminates service with the District because of layoff or extended military leave of absence shall be paid all earned vacation that is unused effective the last day of work.
3. Length of service on the last day worked is used in determining vacation eligibility. An employee receives no credit for the month of separation unless his/her last day of work is the last working day of the month.

**E. Holiday During Vacation**

When one of the regular holidays allowed by the District is observed during an employee's vacation period, the holiday will not be charged as a vacation day.

**F. Accumulating Vacation Credits**

Earned vacation credits may be carried over from one fiscal year to the next for one year only, equal to the maximum earned for that year. If the earned vacation credits carried over

from the previous year are not used during the current year, they cannot be carried forward. The following is an example:

1979-80    17 days of earned vacation credits. These 17 days may be carried over to 1980-81, but not to 1981-82.

1980-81    17 days of earned vacation credits + 17 days of carried over from 1979-80  
34 days of earned vacation credits – Of these days, only 17 days may be carried over into 1981-82.

Any of the seventeen (17) days carried over and not taken during 1981-82 will be paid. The maximum amount of vacation with pay an employee may take at one time by carrying over unused vacation credits from one fiscal year to the next depends upon the employee's length of service.

Reference:                      Education Code Section 45197

Regulation approved:        September 19, 1978; April 20, 1982