

VACATION LEAVE

Certificated and classified administrators employed full-time for twelve (12) months shall be eligible for twenty-two (22) working days of paid vacation leave at the administrator's daily rate. Certificated and classified administrators employed less than twelve (12) months shall be entitled to vacation leave in the same ratio that his/her number of months employed bears to twelve (12).

Vacation credit shall be computed on a fiscal year basis, beginning July 1 and ending June 30. A maximum of twenty-two (22) vacation days may be carried over from one fiscal year to the next for those administrators employed full-time for twelve (12) months. Vacation shall be in addition to other holidays granted by the Board of Trustees during any given school year.

Certificated and Classified administrators shall also be granted one administrative holiday. Administrative holidays are not cumulative.

A vacation leave must be approved in advance by the administrator's supervisor. If a paid holiday falls during a vacation leave, the administrator shall be compensated for that day as a holiday rather than as a day of vacation.

In the event a certificated or classified administrator retires, resigns, or is terminated, the administrator shall receive per diem pay in lieu of paid vacation time off for the unused vacation credit earned up to a maximum of 22 days. This provision is applicable to all administrators who have individual vacation credit.

Certificated and Classified administrators will be permitted to accumulate forty-four (44) days of vacation. Vacation days will not be earned beyond 44 days, effective July 1, 2013. Certificated and Classified administrators will submit to their supervisors a tentative vacation schedule by August 31 of each school year to be adjusted as needed.

Reference: Education Code Sections 45196, 45192, 45200, 45203

Policy adopted: February 6, 1978; June 26, 1980

Policy revised: July 1, 1980; August 14, 2012