

VACATIONS: SUPERVISORY AND CONFIDENTIAL CLASSIFIED PERSONNEL

Vacations with pay will be granted to employees whose employment is continued beyond the probationary period. Vacation days are earned based on years of completed service per the chart below. Earned vacation credits may be carried over from one fiscal year to the next, for one year only, in an amount not to exceed the maximum earned for that year. Individuals may not elect to be paid in lieu of taking such vacation time, nor may vacation time be taken in advance of being earned. Vacation days shall be prorated for those employees working less than 12 months, or less than eight (8) hours per day.

Supervisory and Confidential Employees	
Earned Vacation Schedule	Days to Hours Equivalency
Based on Years of Completed Service	Employed 12 months and 8 hours per day
Less than 5	13 days 104 hours
5	14 days 112 hours
6 to 7	15 days 120 hours
8	16 128 hours
9	17 days 136 hours
10 to 12	18 days 144 hours
13 to 15	19 days 152 hours
16 to 18	20 days 160 hours
19	21 days 168 hours
20+	22 days 176 hours

Upon notice of separation of service from the District, up to twenty-two (22) or the prorated equivalent of one year of vacation days earned vacation time due will be paid to the employee following the last day worked; however, time off for earned vacation may not be taken in lieu of payment, following the last full day worked.

Reference: Education Code Section 45190

Policy adopted: September 18, 1978; January 12, 2010