

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4464 LEAVES OF ABSENCE

4464.1 Vacation

- A. Regular classified employees, permanent and probationary, shall earn vacation as part of his/her compensation at the rate prescribed by the appointing authority. Employee's who work less than full time receive vacation on a pro-rata basis. Earned vacation shall not become a vested right until completion of the initial probationary period.
- B. Regular employees who are on leave to serve in limited-term assignments, or who serve in limited-term assignments during periods when they are not regularly assigned, shall earn vacation at the prescribed rate from such limited-term assignments. Vacation shall also be earned during any paid leave of absence.
- C. With the approval of the employer, vacation may be taken at any time during the fiscal year. If the employee is not permitted to take his/her full annual vacation, the amount not taken shall accumulate for later use. Maximum accrual shall be that amount of vacation earnable over a two-year period. Any vacation earned beyond the maximum accruable must be in writing and signed by the employee and the immediate supervisor
- D. Specially-funded programs require classified employees to take vacation each funding year when the program is closed. If employees are unable to take vacation during the funding period, they shall receive payment at the end of the funding period, if prior approval for payment is granted.
- E. Vacation schedules shall be prepared by the Administration. Effort shall be made to enable vacation to be taken at times convenient to the employee, consistent with the needs of the service and the workload of the department.
- F. An employee may be permitted to take vacation during the school year even though not earned at the time the vacation is taken, with the approval of the appropriate Assistant Superintendent. A new employee may be granted a maximum of six days, or the proportionate amount to which he/she may be entitled, during the first six months of service as a probationary employee.
- G. If an employee is terminated and had been granted vacation which was not yet earned at the time of termination of his/her services, the employee shall be entitled to lump-sum compensation for all earned and unused vacation, except that employees who have not completed the probationary period shall not be entitled to such compensation.
- H. The rate at which vacation is paid shall be the employee's current rate. An employee whose vacation is earned and begun under a given status shall suffer no loss of earned credit by reason of subsequent changes in conditions of employment during that vacation.

Reference:

Education Code Sections 45190 and 45197

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