BP 7251  VACATION FOR MANAGEMENT STAFF

Administrators
Each administrator serving in a full-time, twelve-month position shall earn two days of paid vacation for each month of paid service or twenty-four days of paid vacation each year. An administrator in a position of less than twelve months each year or less than full time shall earn vacation on a pro-rata basis.

Supervisory and Confidential Personnel
Supervisory and confidential personnel serving in full-time positions shall earn paid vacation for every month of paid service according to the following schedule.

<table>
<thead>
<tr>
<th>Years</th>
<th>1-5</th>
<th>6-8</th>
<th>9-10</th>
<th>11-12</th>
<th>13</th>
<th>14</th>
<th>15 or more</th>
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</thead>
<tbody>
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<td></td>
<td>days</td>
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A supervisor or confidential employee in a position less than full time shall earn vacation on a pro-rata basis.

Adopted: 9/10/96

(Replaces Board Policy 2030)
AP 7251 VACATION FOR MANAGEMENT STAFF

A. Earned vacation shall become a vested right of the employee upon completion of the initial six months of employment. Vacation for administrators may not be used before it is earned unless otherwise approved by the superintendent/president. Vacation for supervisors and confidential personnel may not be used before it is earned unless otherwise approved by the director, personnel services.

B. Employees who resign, retire, or are reassigned to a faculty position shall receive payment for their accrued vacation time. However, no employee shall receive a cash payment for more than a year's entitlement unless approved in advance by the superintendent/president for reason of business necessity. Employees planning to resign or retire should alert their supervisor as far in advance as possible to coordinate the use of accumulated vacation time.

C. Vacation time must be taken within 12 months following the end of the fiscal year in which it is earned. Additional paid vacation cannot be accrued beyond this limitation unless approved in advance by the superintendent/president for reason of business necessity. The fiscal year is defined as that period beginning July 1 and ending June 30. Employees who have accumulated more than the limitation imposed above shall meet with their supervisor and the director, personnel services, to develop a plan of action for vacation usage. The employee is obligated to adhere to the plan of action unless prevented from doing so by business necessity and as approved in advance by the superintendent/president.

D. When an employee separates from district employment and was granted vacation which was not yet earned at the time of termination of service, the district shall deduct from the employee’s severance check the full amount of salary which was paid for such unearned days of vacation taken.

E. Holidays which occur during vacation periods will not be charged against vacation.

F. Employees are not entitled to accrue vacation while on unpaid leave.
G. All requests for vacation shall be submitted in writing on appropriate district forms to the immediate supervisor as much in advance as possible. Administrators shall schedule their vacations with the approval of their immediate supervisor and the superintendent/president. Supervisor and confidential employees shall schedule their vacations with the approval of their immediate supervisor.

H. Employees may interrupt or terminate vacation leave without a return to active service in order to begin another leave, if such leave is in accordance with the policy and regulations governing such leave. The employee will immediately notify the immediate supervisor of the need to interrupt or terminate vacation leave and must supply relevant supporting information regarding the basis for the interruption or termination.

(Example: Changing vacation to sick leave if illness occurs during the vacation period will require a medical certification of illness.)

Approved: 9/10/96
Revised:
(Replaces Administrative Procedure 2030.01)