ARTICLE 12

VACATION LEAVE

12.1 Unit employees are entitled to vacation allowance with pay. Vacation entitlement shall be established as the first (1st) of the month of employment if employed between the first (1st) and fifteenth (15th) calendar date of that month or the first (1st) of the following month if employed on or after the sixteenth (16th) calendar date of the month.

12.2 Any paid holiday to which an employee is entitled shall not be charged as a day of vacation.

12.3 A unit employee who becomes seriously ill, or is injured during his/her scheduled vacation period, with "medical verification," may request that the time be deducted from his/her earned sick leave and the vacation period be rescheduled at a later date or be extended.

12.4 The request to the Chancellor or designee shall be accompanied by a statement of a licensed physician to be submitted upon employee's return to work stating that the employee was unable to continue his/her scheduled vacation on the dates indicated.

12.5 Vacation leave may, with the approval of the District, be taken at any time during the school year after it has been earned. If the unit employee is not permitted to take his/her full annual vacation, the amount not taken shall accumulate for use in the next year, subject to the maximum accrual limit. Hourly on-going employees shall accrue vacation at the same ratio as their work schedule bears to the allowance of full-time salaried employees. Full-time employees may accrue up to fifty-four (54) days and hourly on-going employees may accrue up to fifty seven (57) hours of vacation leave. It is the responsibility of the employee to request vacation in order to comply with the appropriate accrual. If an employee is prevented by District action from taking vacation accrued in excess of the accrual limit, such excess vacation time shall be paid by the District to the employee at the end of the fiscal year.

12.6 A unit employee must work or be on paid leave of absence in order to earn full vacation leave for that month. An employee in a paid status for less than a month shall accrue vacation at the ratio calculated for each hour of paid service as their allowance would be on a regular work basis.

12.7 When a unit employee with accrued vacation leave is separated from the District, he/she shall be paid for the accrued vacation at his/her current rate of pay.

12.8 All vacation leave must be approved or denied by the District within fifteen (15) working days from the date submitted by the employee. Vacation shall be approved on a first come, first approve basis. If vacation requests are received on the same date requesting the same vacation dates, the most senior employee within the department shall be given
preference. The immediate supervisor shall inform the employee within one working day following the approval of the vacation request.

In the event any vacation is denied, the immediate supervisor must provide a written explanation of the denial prior to the first day of vacation requested or within fifteen (15) days of the date the request is submitted whichever occurs earlier.

12.9 Vacation Rates:

<table>
<thead>
<tr>
<th>Service Duration</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero to 60 months</td>
<td>1 day/month = 8 hours</td>
</tr>
<tr>
<td>61 to 120 months</td>
<td>1.5 days/month = 12 hours</td>
</tr>
<tr>
<td>121+ months</td>
<td>2 days/month = 16 hours</td>
</tr>
</tbody>
</table>

12.10 No unit employee may normally take vacation leave in excess of twenty (20) consecutive working days without having scheduled the leave in advance with approval of the District.

12.11 When an employee requests, vacation leave shall be used to extend sick leave but under no circumstances can vacation leave be combined with extended sick leave (50% pay).

12.12 The District shall provide an online database containing each unit employee’s accrued vacation leave balance.

12.13 The District shall allow the cash-out of up to 50% of a unit member’s annual vacation accrual in the event of documented hardship, upon joint approval of CSEA and the Chancellor.