

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 Hourly on-going employees shall be entitled to vacation allowance at the same ratio as their work schedule bears to the allowance of the salaried employee. Employees may accrue up to fifty-seven (57) hours of vacation leave. In no case, however, may an employee accrue more than fifty-seven (57) hours vacation effective July 1, 2003. Each spring, employees who have projected vacation leave balances above the accrual limit will receive written notification from the District. It is the responsibility of the employee to schedule vacation days after receiving their notification in order for additional vacation time to accrue up to the fifty-seven (57) hours. If an employee is prevented by District action from taking vacation accrued in excess of fifty-seven (57) hours, such excess shall be paid by the District.
- 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 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. Each spring, employees who have projected vacation leave balances above the accrual limit will receive written notification from the District. It is the responsibility of the employee to schedule vacation days after receiving their notification in order to insure that his/her vacation balance does not exceed fifty-four (54) days at the end of the fiscal year. If an employee is prevented by District action from taking vacation accrued in excess of fifty-four (54) day limit, such excess shall be paid by the District.
- 12.9 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.

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.

12.10 Vacation Rates:

Zero to 60 months of service	=	1 day/month = 8 hours
61 to 120 months of service	=	1.5 days/month = 12 hours
121+ months of service	=	2 days/month = 16 hours

12.11 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.

12.12 When an employee requests, vacation leave shall be used to extend sick leave.

The District shall provide a written statement of accrued vacation leave time to each permanent employee annually.