

**Rancho Santiago Community College District  
ADMINISTRATIVE REGULATION**

Chapter 7  
Human Resources

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**AR 7340.2 Vacation for Management Employees**

Educational and classified administrators, classified managers and confidential employees accrue twenty-seven (27) vacation days for each full year of full-time service. Pro-rated vacation will be granted for periods of service of less than one year and/or less than full-time. The maximum vacation accrual shall be fifty-four (54) days or four hundred and thirty-two (432) hours. No vacation will be earned beyond fifty-four (54) days or four hundred and thirty-two (432) hours. Management employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

Management employees who reach the maximum limit shall submit an Online Absence Request Form for the purpose of getting below the limit. This request must be submitted within thirty (30) days of reaching the limit. Failure to comply with the thirty (30) day requirement may result in employees being scheduled off vacation time by their manager without consideration of employees' time preference.

The annual vacation accrual for Management employees is accrued on a monthly basis on the first of the month. Management employees who are in a paid status for more than one-half the working days in the month will accrue vacation for that month.

1. Vacation shall be in addition to other leaves and holidays granted by the Board of Trustees during any given fiscal year.
2. Requests for vacation leave must normally be submitted in writing, via the online absence reporting system and must be approved in advance by their immediate supervisor.
3. Denial of a request for vacation should be made on the online absence form with a reason for the denial as soon as possible after submission.
4. Upon separation from service or retirement, Management employees may use accrued vacation prior to the termination date; any unused accrued vacation shall be paid in a lump sum upon:
  - a. Termination/resignation or retirement from employment with the District; or
  - b. Change of status from Management employee to faculty.
5. Management employees may not elect to be paid in lieu of taking vacation leave, although the District shall allow the cash-out of up to 50% of a Management employee's annual vacation accrual in the event of documented hardship, upon approval of the Chancellor or designee. This is limited to one application per fiscal year.

Upon approval of this Administrative Regulation, existing Management employees who have in excess of four hundred and thirty-two (432) hours accrued vacation shall be allowed a period of six (6) months to use their excess vacation. At the end of six (6) months if they are still in excess of four hundred and thirty-two (432) hours they will not accrue any vacation until they are below the excess.

**Illness During Vacation:** Management employees who become ill during the employee's prescribed vacation period may use sick leave days in lieu of vacation days where the illness is of a nature that would preclude the effective use of vacation leave and would prevent the performance of the employee's normal duties if the employee were scheduled for duty. Management employees must furnish the District with a medical statement from a licensed physician verifying the illness and the period of disability. The medical statement and a request to use sick leave days in lieu of vacation days must be submitted on the online absence reporting system within five (5) working days of the employee's return to duty. The District shall have no obligation to extend the vacation period beyond the schedule as originally approved.

**Adopted: April 4, 2022**