

ARTICLE XIII  
VACATION

13.1 Full-time employees who are covered by this Agreement, and who are in paid status for eleven (11) or more days on each relevant calendar month, shall earn paid vacation as follows:

- a. Six (6) months through three (3) years of continuous service: eight (8) hours per month.
- b. More than three (3) years through ten (10) years of continuous service: ten (10) hours per month.
- c. More than ten (10) years of continuous service: thirteen point three (13.3) hours per month.

Full-time seasonal employees who are covered by this Agreement and who are in paid status for eleven (11) or more days in each relevant calendar month, shall earn paid vacation as follows:

- a. Six (6) months through thirty-six (36) months of paid service: eight (8) hours per month.
- b. Thirty-six and one-half (36½) months through one hundred twenty (120) months of paid service: ten (10) hours per month.
- c. One hundred twenty and one-half (120½) months or more of paid service: Thirteen point three (13.3) hours per month.

13.2 Part-time employees covered by this Agreement shall earn vacation and have a maximum total of accumulated vacation on a pro-rated basis in the same proportion as their regular assignment has to a full-time assignment.

13.3 Insofar as practicable and consistent with the needs of the District, vacation shall be granted at a time most desired by employees. If conflicting vacation requests of employees in a department must be reconciled, preference shall be given to the timely requests of employees having the most continuous service with the District.

13.4 Vacation not taken in one year may be accumulated to the next year providing the maximum total of accumulated vacation shall not exceed thirty (30) days (240 hours). Employees may submit to their immediate supervisor, by July 30 each year, an annual vacation plan that demonstrates how they will keep their accrual under the maximum limit. Once approved in writing, if the supervisor modifies the plan during the year causing the employee to reach the maximum limit and stop accruing vacation, the employee may request an exception to the maximum limit. Such a request is available only to those employees who have an approved annual vacation plan on file with the supervisor. Such hour limit may be extended and lost accrual restored by the Associate Vice Chancellor, Human Resources after he/she coordinates a plan that is acceptable to the employee and supervisor. The submission of a plan does not restrict the employee's right to submit a modified plan as needed.

- 13.5 All employees (see Section 12.4) shall receive three (3) additional vacation days in the same ratio as their normally assigned time, non-cumulative, to be taken only during the three (3) days between Christmas and New Year's Eve. In the event that management determines the presence of an employee is required to maintain essential services during the three (3) allotted vacation days, compensatory days will be granted as soon as practicable after the need for such essential services ceases to exist.