

SECTION 320 – VACATIONS

321 PAID VACATION TIME

Classified employees accrue vacation time in accordance with their employment classification, i.e., bargaining unit classified employee, classified confidential employee, supervisory employee, or classified manager as approved by the Board. In no instance shall the accrual of vacation credit be less than that specified in Education Code section 88197 for classified employees. Limited-term and provisional employees are excluded from this provision unless specifically authorized. (Regular classified employees serving in a limited-term or provisional assignment shall, during such an assignment, continue to accrue vacation for their regular position.)

Regular part-time classified employees shall be entitled to paid vacations on a prorated basis in accordance with their board-approved schedule as provided in Education Code sections 88035 and 88036.

Employees must request vacation time in advance of use. Employees shall request approval of their vacation time so a satisfactory operation schedule for the department can be arranged. Department supervisors shall provide time for all employees to take their accrued vacation time off in the fiscal year in which it is accrued.

When a holiday falls within a vacation period of an employee, no accrued vacation credit shall be deducted for the holiday. Earned vacation shall not become a vested right until the completion of six (6) months of service. (Ed. Code, § 88197, subd. (e).)

If an employee separates from the classified service after permanency is attained, any accrued vacation credit is paid at the regular rate of pay effective on the date of the separation. If an employee separates from the classified service and has worked half or more of the work days in the month of termination, vacation time credit for that month shall be credited to the employee. No credit shall accrue for a month in which the employee has served less than half the working days.

Vacation time credit shall not be accrued for any period in which an employee is on leave of absence without pay for one-half of the work days in a month.

322 VACATION FOR PART-TIME EMPLOYEES

Regular part-time employees shall accrue vacation time at a rate proportional to the time worked as compared to a full-time position. (Ed. Code, §§ 88035, 88197.)

323 CHANGE IN TYPE OF LEAVE

Classified employees may request an interruption or termination of vacation leave to begin another type of paid leave without return to work. The employee must provide adequate notice and supporting documentation to support the change.