

**VACATION LEAVE--MANAGERS, SUPERVISORS AND CONFIDENTIAL EMPLOYEES**

Employees in confidential positions shall earn vacation leave with pay at the rate of 1.92 days per month. Confidential employees shall earn 2.083 days per month after completing ten years of service.

Managers and supervisors shall earn vacation leave with pay at the rate of 2.083 days per month.

Vacation time must be earned by managers, supervisors and confidential employees before it can be used.

Historical Annotation:  
Revised 5/12/82  
Second Revision 5/25/94  
Third Revision 12/16/98  
Fourth Revision 7/21/99  
Fifth Revision 12/12/01, Board Report No. 46-C  
Sixth Revision 6/25/03

Related Procedures:  
Management, Supervisory, and Confidential Employees Personnel Manual 11.1