

VACATION PLAN

11.1 Vacation Entitlement.

11.1.1 Managers/Supervisors. Vacation time for management and supervisory employees is earned at the rate of 2.083 days (16.67 hours) per month. Vacation time must be earned before it can be used. Advanced vacation days are now only included in individual employment contracts.

11.1.1.1 If employment is terminated prior to the end of the year and unearned vacation time has been used, the pay for days taken in advance will be deducted from the final paycheck.

11.1.2 Confidential Employees. Vacation time for confidential employees is earned at the rate of 1.92 days (15.33 hours) per month. Vacation time must be earned by confidential employees before it can be used.

11.1.2.1 After 10 years of service, which need not be continuous, vacation is earned at the rate of 2.083 days (16.67 hours) per month.

11.1.3 Vacation time which is not used may be carried forward, but in no event will an employee be allowed to accumulate more than 45 days (360 hours). Vacation time accrued beyond the 45-day limit will be converted to an employee's Personal Catastrophic Leave Bank on a monthly basis. Academic managers who elect to be advanced their 25-day annual entitlement on July 1 may exceed the 45-day maximum for the months of July and August each year.

11.1.3.1 Hours in an employee's Personal Catastrophic Leave Bank may only be used after an employee has exhausted his/her regular sick leave.

11.1.3.2 The District shall track any hours remaining in an employee's Personal Catastrophic Leave Bank of those employees who retire or separate.

11.1.3.3 Hours rolled into an employee's Personal Catastrophic Leave Bank are not reportable to PERS or STRS.

11.1.4 In the event of resignation, retirement, or termination, an employee will be compensated at the appropriate salary rate for accumulated vacation not to exceed 45 days.

11.2 Changing Vacation Days to Sick Leave. An employee who becomes ill during the employee's prescribed vacation period may be placed on sick leave under the following conditions:

11.2.1 The illness is of a nature that would preclude the effective use of vacation and would prevent the employee from performing her/his normal duties if s/he were scheduled for duty.

- 11.2.2** The employee must furnish a certificate from a licensed physician verifying the nature of the illness and the period of disability. This verification must be submitted to the District Human Resources Office within one week of her/his return to duty with a request to change from vacation days to sick leave.
- 11.2.3** The District is under no obligation to extend the vacation period beyond the regularly scheduled time.