

3032.6 Employees elected to administrator, manager/supervisor or confidential employee positions after July 1 shall be credited with pro rata* vacation time through the end of the current fiscal year effective from the first date on which paid service is rendered.

3032.7 Employees who resign, retire, or are terminated from administrator, manager/supervisor or confidential positions prior to the end of a fiscal year shall have their vacation balance reduced by the pro rata* portion of the year they did not work.

3032.8 The maximum number of vacation days which may be carried forward to the next fiscal year is as follows:

- A. Ten-calendar-month employee – pro-rata award times 1.5 (rounded up to nearest whole day)
- B. Eleven-calendar-month employee -- pro-rata award times 1.5 (rounded up to nearest whole day)
- C. Twelve-calendar-month employee -- 32 days (21 days times 1.5 rounded up to nearest whole day)

Any carryover days (full days) in excess of the allowable maximum will be lost unless the District is responsible for the vacation days not being used. In that case, with the approval of the Superintendent-President, the employee will be allowed to either carry the days forward or be paid for those days.

3032.9 Administrators, manager/supervisors or confidential employees requesting vacation time must:

- A. Submit written requests for vacation to the Superintendent-President or appropriate vice president for approval.
- B. Submit a signed report of absence verifying actual vacation time taken to the Superintendent-President or appropriate vice president.

3032.10 The Superintendent-President or vice president shall submit the signed report of absence form to payroll.

3032.11 Vacation Pay Upon Termination

- A. When an employee has completed his/her probationary period and is terminated for any reason, that employee shall be entitled to all vacation pay earned and unused up to and including the effective date of the termination.

In the event that the employee has used more vacation than earned at the date of termination, his/her final pay will be reduced by an appropriate amount calculated in the same manner as vacation pay offs.

B. The rate of pay for vacation shall be the employee's current rate. Employees whose vacations are earned and begun under a given status shall suffer no loss of earned vacation salary by reason of subsequent changes in conditions of employment.

3032.12 Holidays During Vacation

No deduction shall be made from the vacation credit of any employee for holidays occurring during the assigned vacation period of the employee.

3032.13 Interruptions of Vacation

An employee in permanent status shall be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, providing the employee supplies notice and supporting information regarding the basis for such interruption or termination.

3032.14 Vacation Credit While on Military Leave

Any employee who is a member of the National Guard or Naval Militia, or a member of the Reserves or force in federal military, naval or marine service, and who is granted a military leave of absence with pay, shall be granted all vacation privileges provided by the Military and Veterans Code.

3032.15 Sick Leave Bonus

After administrators, manager/supervisors or confidential employees have worked one entire fiscal year, employees who did not utilize any accrued sick leave (or any other leave charged to sick leave) during the previous fiscal year, exclusive of the sick leave sharing plan, shall be credited with one (1) additional day of vacation in addition to those set forth in policy 3032.3 - 5 above.

* Pro rata is determined by dividing the maximum number of vacation days granted per year to a twelve-calendar month employee by the number of total assigned working days, including holidays, per adopted fiscal year calendar, and then multiplying by the actual assigned days worked for the employee.

$$\frac{\text{maximum number of vacation days granted}}{\text{number of working days, including holidays}} \times \text{actual days worked} = \text{pro rata vacation days}$$

