

Salinas Union High School District

VACATIONS

Full-time employees are allowed vacation with pay each year according to the following schedule. Less than one year's service merits vacation in proportion to the time served. Part-time employees merit vacation prorated according to the time served.

The date for computing eligible days of vacation shall be the anniversary date for twelve (12) month employees; the date shall be June 30 or the last day worked in each fiscal year, whichever is first, for less-than-twelve month employees.

| <u>Years of Service as of Anniversary Date</u> | <u>Days of Vacation</u> |
|--|-----------------------------|
| 1 | 12 |
| 2 | 14 |
| 3 | 16 |
| 4 | 18 |
| 5 | 20 |
| 6 | 22 |

Earned vacation shall not become a vested right until completion of the initial six (6) months of employment.

When a holiday falls during the scheduled vacation of an employee, such holiday shall not count as a day of vacation.

Vacations shall be scheduled at times approved by the District.

Unused vacation days earned as of the anniversary date in any one fiscal year shall be taken before the following anniversary date, except:

1. A maximum of five unused days may be carried forward to any succeeding year provided that the employee desiring this privilege shall secure the written permission of his/her immediate manager and provided further that the employee has a definite objective in requesting the carrying forward of the five (5) days, such as a trip requiring more vacation time than that which would normally accrue in any one year; and
2. If the employee is not permitted to take his/her full vacation, the amount not taken shall accumulate for use in the next year or be paid for in cash at the option of the Governing Board

An employee may be permitted to interrupt or terminate vacation leave in order to begin sick leave provided the employee provides notice and verification of the illness or injury in accordance with the provisions of Policy 4351.1 - Personal Illness and Injury.

Salinas Union High School District

Classified Personnel

Policy #4262

VACATIONS

If an employee's vacation was scheduled during a time when he/she is on leave due to illness or injury, he/she may request that his/her vacation date be changed and the District shall consider such request in accordance with vacation dates available at that time.

Upon separation from service, the employee shall be entitled to lump-sum compensation for all earned and unused vacation, except that employees who have not completed six (6) months of employment in regular status shall not be entitled to such compensation.

Holidays

Employees are entitled to holidays as determined by the Governing Board.

An employee shall be in paid status on the working day immediately preceding or succeeding the holiday to be paid for the holiday.

Employees who are not normally assigned to duty on the holidays of Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, or Spring Vacation Day shall be paid for those holidays provided that they were in paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the winter or spring recess period.

Legal Reference:

EDUCATION CODE

- 1313 Declaration of holiday (county superintendent)
- 37220 School holidays
- 37222 Declaration of holiday by governing board
- 45190 Leaves of absence and vacations
- 45197 Annual vacation
- 45200 Interruption or termination of vacation leave
- 45203 Paid holidays
- 45205 Holiday in lieu of specified holiday
- 45206 Substitute holiday
- 45206.5 re "Admission Day"

Policy adopted: 11/24/81

Renumbered from 4353: 2/3/92