

ARTICLE 9

VACATION

9.1 Ratio for Earning Vacation

9.1.1 After six (6) months of continuous employment, employees shall be allowed vacation figured from the date of employment with the District at the rate of:

9.1.1.1 Eight (8) hours per month of employment through three years;

9.1.1.2 Ten (10) hours per month of employment from four through seven years;

9.1.1.3 Twelve (12) hours per month of employment from eight through eleven years, and;

9.1.1.4 Thirteen and one-third (13.3) hours per month of employment beginning with the twelfth year and continuing each year thereafter.

9.1.2 Employees working part-time shall receive a pro-ration of vacation in proportion to the number of hours worked per day bear to eight (8), and the number of days worked per month bear to full time employment.

9.2 Vacation Procedures

9.2.1 Classified employees may take vacation days only after securing advance approval from their immediate supervisor. All vacation requests, including all scheduling of vacation as set forth in this Article, shall be submitted on the standardized District form prepared and authorized by the Office of Human Resources.

9.2.2 Less than 12 Month Assignment:
Classified employees employed on a less-than-12-month basis will normally take all or part of their vacation period at winter and spring recess, unless their immediate supervisor schedules them otherwise. If the employee has accrued vacation days in excess of the winter/spring recess, the vacation days accrued, but not used, shall be paid at the conclusion of the fiscal year unless an exception has been granted by the Vice President of Human Resources.

9.2.3 Probationary Employees:
Probationary employees who have been with the District less than six (6) months may be required, at the discretion of their immediate supervisor, to take their vacation at winter and spring recess, even though they may be short of having earned the number of days used in those periods.

9.2.4 Persons separating from the classified service prior to the completion of the six (6) months of continuous employment shall receive no vacation credit. Those who have been allowed or required to take vacation days will have that vacation pay deducted from their final check.

9.2.5 Permanent employees shall receive payment for the unused portion of their earned vacation upon separation from the service.

9.2.6 12 Month Employees:
Twelve (12) month employees shall take their vacation within the year it is earned. In order to ensure that employees are able to use their vacation in the year in which it is earned, the following procedures will be followed in departments where there is more than one employee:

Step 1: Scheduling of Vacation by Employee and Manager: By May 15 of each year of the contract, the manager of each department shall provide to employees within the department, taking into consideration the needs of the District, a calendar for the ensuing fiscal year indicating blocks of time that employees may schedule vacation. By June 1 of each year of the contract, employees may, on the standardized form authorized by the Office of Human Resources, provide their manager a schedule for vacation days the employee will be entitled to for the ensuing fiscal year.

Step 2: Approval of Vacation Plan: By June 15 of each year of the contract, upon receipt of a timely vacation schedule as set forth in Step 1, the appropriate manager shall either confirm, reject or modify the submitted vacation plan. In the event that two or more employees request vacation for the same period of time and all requests cannot be accepted, the employee with the greatest district seniority shall be scheduled for vacation. After June 15 of each year of the contract, all vacation requests and any changes in an already approved vacation schedule will be handled in the order they are received. If the manager fails to respond to a vacation request by the timeline set forth above or if the request is for a change in an employee's vacation schedule and the manager fails to respond to the vacation request within 15 days, the vacation request shall be deemed approved.

Step 3: Changes to Vacation Schedule: An employee may request a modification to their approved vacation plan. The District may either grant or deny the requested change. The reason(s) for the denial shall be provided to the employee in writing.

Step 4: Mid Year Check on Vacation Schedules: Between January 1 and February 1 of each year of this agreement, 12 month employees shall meet with their supervisor to discuss their vacation plan. In the event that an employee has not scheduled all of his/her earnable vacation for the particular year, the employee and the supervisor shall mutually schedule any remaining days.

In the event that an employee fails to schedule or take vacation during the year earned, the District may schedule the days of vacation upon thirty (30) days notice to the employee, except those days that may be carried over in Step 5. See 9.2.7.

Step 5: Carry Over of Unused Vacation Days: Earned vacation days may be carried over to be used in the next fiscal year as follows:

- a. An employee may elect to carry over up to five (5) days of vacation;
- b. An employee may elect to carry over up to ten (10) days of vacation provided that as of the end of a fiscal year the employee's accumulated vacation balance does not exceed ten (10) days;
- c. Any vacation days in a fiscal year which an employee is prohibited from taking;

- d. By mutual agreement between the District and the employee, any unused days not provided for above may be carried over into the next fiscal year for use. Any request to carry over any such unused vacation days will be submitted to the Office of Human Resources. The Vice President of Human Resources or designee, will respond to any such request within ten (10) days of receipt of a request by either approving or disapproving the request.

Any days earned during the current fiscal year and carried over into the next fiscal year must be used in that year.

9.2.7 In the event that an employee is prohibited by the District from taking all of her/his vacation days within the year earned, then the District shall compensate the employee for any such unused days or upon request by an employee, permit the employee to carry over any such days into the next fiscal year as provided for under Step 5 above.

9.2.8 Authorized holidays occurring during the vacation period will be counted as holidays and not vacation time.

9.2.9 The minimum time which can be taken against vacation time is one hour of a day. Any period less than that must be treated as leave time under other provisions of this agreement.

9.3 Block out days shall be based on projects and work load.