

Agenda Item 6 b

Requested Action: Second Reading, Approval

VACATION POLICY - UPDATE

Update Summary:

Vacation policy updated to make up to 40 hours of vacation time immediately available to newly hired classified and unclassified management employees. Effective date if approved is 12/26/2022.

Update to existing policy:

6.7.2 Vacation Time

A. Employees Eligible to Accrue and Use Vacation Time

1. Employees in classified positions and unclassified management positions are eligible to accrue vacation time beginning with the first day of employment. Employees in unclassified contractual positions may be eligible to accrue and use vacation time depending on the terms of their specific contracts.

Employees in unclassified hourly positions are ineligible to accrue or use vacation time, but eligible employees in hourly positions may accrue and use personal leave in accordance with the policy in these District Personnel Policies and Procedures.

2. Vacation time is accrued bi-weekly each pay period. Unless on approved FMLA leave, employees cease accruing vacation time during any period of unpaid leave which exceeds thirty (30) consecutive calendar days. This provision shall apply even if the employee has actual time worked of ten (10) hours or less during such thirty (30) day period.
3. Eligible full-time employees accrue vacation time in accordance with the schedules and examples below. Eligible part-time employees accrue vacation time on a pro rata basis based upon their position's designated FTE and may use vacation time based on their regularly scheduled hours at the time of use. However, in no event may the use of vacation time in any workweek exceed the designated FTE for the position.

4. NEW: New Hire Vacation Preload

Employees hired into classified and unclassified management positions will receive up to 40 hours of vacation time upon hire prorated based on FTE. Employees in unclassified contractual positions may be eligible depending on the terms of their specific contracts. Employees in unclassified hourly positions are ineligible, but eligible employees in hourly positions may accrue and use personal leave in accordance with the policy.