

AP 7240-3 Management Employees – Vacation Plan

1.0 Regular Management Employees:

1.1 Eligibility

1.1.1 Vacations with pay will be granted to academic management employees who are employed twelve (12) months per year and to classified management employees.

1.1.2 Academic management employees who are employed fewer than twelve (12) months per year do not earn vacation leave, but shall receive an increased daily salary rate that includes pro rata vacation pay in lieu thereof.

1.2 Management employees who are employed full-time (100%) shall earn vacation leave at the rate of two and sixteen hundredths (2.16) days for each calendar month (26 days per fiscal year) in which the employee is in paid status for more than one-half (1/2) of the working days in the month. Management employees who are employed less than full-time shall earn a proportionate share of vacation leave, prorated by the percentage of employment.

1.3 Vacation leave must be earned before it can be used. A management employee may not elect to be paid in lieu of taking vacation leave.

1.4 Requests for vacation leave must normally be submitted in writing and the use of vacation leave must be approved in advance by the employee's immediate management supervisor.

1.5 Vacation Carryover: Earned vacation leave which is not used in a fiscal year may be carried over to the next fiscal year, but in no event will a management employee be allowed to accumulate more than fifty (50) vacation days. When a management employee's accumulated vacation balance is at the maximum allowable amount, the employee will not earn and accrue additional vacation leave. Once the vacation balance falls below fifty (50) days, the employee will continue to earn vacation days until the maximum allowable amount.

1.6 Illness During Vacation: A management employee who becomes ill during the employee's prescribed vacation period may use sick leave days in lieu of vacation days where the illness is of a nature that would preclude the effective use of vacation leave and would prevent the performance of the employee's normal duties if the employee were scheduled for duty. The management employee must furnish the District with a medical statement from a licensed physician verifying the illness and the period of disability. The medical statement and a request to use sick leave days in lieu of vacation days must be submitted to the District Office of Human Resources within five (5) working days of the employee's return to duty. The District shall have no obligation to extend the vacation period beyond the schedule as originally approved.

1.7 Holidays During Vacation: When a holiday falls during the scheduled vacation of a management employee, the holiday will not be charged against the employee's earned vacation leave.

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1.8 Vacation Pay Upon Termination

- 1.8.1 A management employee will be compensated for any vacation leave earned and accumulated through the last day in paid status. Payment will be made in a lump-sum at the employee's current regular rate of pay.
- 1.8.2 At the time of separation from employment, any vacation leave taken and not earned by the date of termination of employment will be deducted from the employee's final paycheck.

2.0 **Temporary Management Employees:**

Temporary management employees may be granted vacations with pay in accordance with the terms of an applicable contract for employment and subject to the provisions of Administrative Procedure 7120-9.

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