

ARTICLE 19: VACATIONS

19.1 **PAID VACATION.** All unit members shall earn paid vacation time under the provisions of this Article.

19.2 **VACATION ELIGIBILITY.**

19.2.1 The first day of the month following the date of initial employment is considered the day and month in determining vacation entitlement.

19.2.2 Probationary unit members shall be eligible to accrue vacation, but earned vacation shall not become a vested right until completion of the initial six (6) months of paid status with the DISTRICT.

19.3 **INCREMENTS.**

19.3.1 Vacation shall be taken in increments of not less than one-quarter (1/4) hour.

19.4 **VACATION ACCRUAL FORMULA.**

19.4.1 Vacation for unit members shall be computed on an hourly basis, 173 hours being equal to one (1) full-month of employment. Unit members who work less than twelve (12) months per year and/or forty (40) hours per week shall earn vacation on a pro-rated basis per their classified assignment.

19.4.2 Vacation time shall be earned and accrued in hours based on the unit member's longevity date on a monthly basis according to the following schedule:

0 months through 4 years eight and sixty seventh hours (8.67) 9.34 hours per month (13 14 vacation days per year)
Beginning 5 years through 10 years ten and sixty seventh hours (10.67) 11.34 hours per month (16 17 vacation days per year)
Beginning 11 years through 15 years twelve and sixty seventh hours (12.67) 13.34 hours per month (nineteen 19 20 vacation days per year)
Beginning 16 years fourteen and sixty seventh hours (14.67) 15.34 hours per month (Twenty-two 22 23 vacation days per year)
One (1) additional vacation day will be earned effective with the 20 th year of service
One (1) additional vacation day will be earned effective with the 25 th year of service

19.4.3 **PARTIAL MONTHS.** Vacation earned for partial months worked shall be as follows:

Less than 1 week	25% of a month's entitlement
1 week to 2 weeks	50% of a month's entitlement
More than 2 weeks	100% of a month's entitlement

19.5 **PART TIME WORKER VACATION ACCRUAL.**

19.4.1 Unit members working less than full time shall earn vacation on a pro rata basis of the amounts shown in Articles 19.4.2

Less than 40 hours	25% of a month's entitlement
40 hours to 80 hours	50% of a month's entitlement
80 hours or more	100% of a month's entitlement

19.6 **VACATION CAP.** Unit members anticipated to have more than 480 hours of accumulated vacation

at the end of the fiscal year will be required to reduce their balance to less than 480 hours. Unit members shall meet with their immediate supervisor to schedule time off. In any case where the DISTRICT and the unit member agree that vacation will not be taken in the foregoing manner, the unit member shall receive cash compensation at the unit member's regular rate of pay. The DISTRICT shall pay unit members in cash for all accumulated vacation hours accrued over the cap as of September 1st of the given year.

19.6.1 VACATION PAYOUT IMPLEMENTATION. Effective July 1, 2023, any unit member with an excess of 480 hours of vacation will be paid out of those hours exceeding the 480 hours. The unit member shall receive cash compensation at the unit member's regular rate of pay and payout will be made available no later than October 15th.

19.7 VACATION PAY. Vacation pay shall be based upon the unit member's salary at the time the vacation is taken.

19.8 STATUS REPORT ON VACATION.

19.8.1 All unit members shall have access to view their individual status report online. The report shall be updated quarterly

19.9 HOLIDAYS (During Vacation).

19.9.1 When a holiday falls during the scheduled vacation of any unit member, the day shall not be charged as a vacation day.

19.10 VACATION SCHEDULING.

19.10.1 Vacations shall be scheduled at times requested by unit members so far as possible within the DISTRICT's work requirements. If there is any conflict between unit members who are working on the same or similar job duties as to when vacations shall be taken, the vacations shall be rotated as equally as is practical among unit members within each department on a seniority basis.

19.11 PRIOR APPROVAL.

19.11.1 Unit members who request vacation shall do so by submitting a vacation request form to their immediate supervisor for approval at least five (5) working days, prior to the first day of the requested vacation and shall be taken at a time which is least disruptive of DISTRICT operations. A unit member's request for vacation must be responded to and answered by the immediate supervisor within forty-eight hours days of its receipt. If the immediate supervisor or designee does not respond by that time, the request is considered approved. If the request is denied, a reason for denial in writing shall be provided to the unit member. This decision shall not be arbitrary or capricious and every effort will be made by the DISTRICT to accommodate a unit member's request to take vacation.

19.12 CONSECUTIVE FISCAL YEAR.

19.12.1 Vacations earned in two (2) different fiscal years may be combined and taken at one time if it does not exceed the maximum vacation entitlement of the most recent complete fiscal year. There must be a period of at least two (2) months of actual performance on the job between vacations that were earned in two (2) fiscal years, unless otherwise approved by the DISTRICT.

19.13 UNAUTHORIZED ABSENCE.

19.13.1 Any unit member absent without being on approved vacation leave shall have deducted from their salary the appropriate amount covering such period. The DISTRICT

reserves the right to take any appropriate disciplinary action against such unit member, including termination.

19.14 VACATION INTERRUPTION.

19.14.1 A permanent unit member may interrupt or terminate their vacation in case of illness or injury, and use sick leave before continuing vacation or returning to work, subject to the following requirements:

19.14.2 The unit member must notify their immediate supervisor of the interruption or termination of their vacation prior to use of sick leave.

19.14.3 The immediate supervisor shall notify the unit member if they may continue their vacation, after use of sick leave, or if they must report to their normally assigned work.

19.14.4 Upon returning to the regularly assigned work, the unit member must furnish a written verification of the illness or injury by a licensed medical provider verifying the basis for such interruption or termination which interrupted or terminated their vacation.

19.15 SEPARATION OR TERMINATION OF EMPLOYMENT.

19.15.1 **RESIGNATION AND RETIREMENT.** Upon termination, a unit member shall be entitled to all unused vacation pay earned and accumulated up to the time of termination, except unit members who have not completed six (6) months of employment in the bargaining unit shall not be entitled to such compensation.

19.16 VACATION PAYOUT. A permanent unit member may request in writing to cash out their accrued vacation. This request must be received by the DISTRICT to be paid on their next pay cycle.