

ARTICLE 19: VACATIONS

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

19.2 **PAID 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** ~~are not eligible to use vacation until completion of the initial six (6) months in paid status with the DISTRICT. After the completion of this initial six (6) month period, vacation leave earned under the provisions of this Article shall be available to each unit member to use or cashout.~~

19.3 **VACATION ACCRUAL FORMULA.**

19.3.1 ~~Vacation for unit members shall be computed on an hourly basis, 173 hours being equal to one (1) full month of employment.~~ **(moved from below 19.4.1)** 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 (8.67 10.67) hours per month (13 vacation days per year)
Beginning 5 years through 10 years ten (10.67 12.67) hours per month (16 vacation days per year)
Beginning 11 years through 15 years twelve (12.67 14.67) hours per month (19 vacation days per year)
Beginning 16 years fourteen (14.67 15.33) hours per month (22 vacation days per year)
One (1) additional vacation day will be earned effective with the 20th year of service Beginning 20 years 15.33 16.33 hours per month (23 vacation days per year)
One (1) additional vacation day will be earned effective with the 25th year of service Beginning 25 years 16.00 17.33 hours per month (24 vacation days per year)

~~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.

Months Worked	0—4 Years	5—10 Years	11—15 Years	16—19 Years	20 Years	25 Years & Over
173 hours	8 hours	10 hours	12 hours	14 hours	14 2/3 hours	15 1/3 hours
346	16	20	24	28	29 1/3	30 2/3
519	24	30	36	42	44	46
692	32	40	48	56	58 2/3	61 1/3
865	40	50	60	70	73 1/3	76 2/3
1038	48	60	72	84	88	92
1211	56	70	84	98	102 1/3	107 1/3
1384	64	80	96	112	117 1/3	122 2/3
1557	72	90	108	126	132	136
1730	80	100	120	140	146 2/3	153 1/3
1903	88	110	132	154	161 1/3	168 2/3
2076	96	120	144	168	176	184

~~19.4.2~~ **19.3.2 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 VACATION CAP AND UNIT MEMBER INITIATED PAYCASHOUT. Unit members anticipated to have more than three hundred and eighty-four (384) hours of accumulated vacation hours at the end of the fiscal year shall be required to schedule sufficient vacation leave during the year to reduce their balance to less than the maximum of three hundred and eighty-four (384) hours or shall, at their sole discretion, initiate a request for vacation cashout. Once a unit member reaches three hundred and eighty-four (384) hours of accumulated vacation hours, they shall no longer accrue any additional vacation hours until their vacation leave balance has been reduced below the maximum of three hundred and eighty-four (384) hours.

A permanent unit member requesting a vacation cashout shall submit a request via email to Payroll (payroll@sbccd.edu) to cash out the desired amount of accrued vacation. Vacation cashouts shall be paid on the unit members' first available open

pay cycle. Vacation pay shall be based upon the unit member's salary at the time the vacation is taken or cashed out.

19.6 **STATUS REPORT ON VACATION.** All unit members shall have access to view their individual status report online. The report shall be updated quarterly.

19.7 **HOLIDAYS (During Vacation).** When a holiday falls during the scheduled vacation of any unit member, the day shall not be charged as a vacation day.

19.8 **VACATION SCHEDULING.**

19.8.1 (Redo Numbering later) 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 the department on a seniority basis-, as follows:

Unit members may select one (1) full week of vacation based on seniority during the shift bidding process. After all unit members have been provided with an opportunity to select one (1) full week of vacation based on seniority, all additional requests for vacation during the work shift rotation shall be on a first come, first served basis.

~~Vacation benefits earned must be taken by December 31st of the fiscal year following that in which they were earned.~~ (due to addition of vacation cap)

19.9 ~~19.8.2~~ **PRIOR APPROVAL.** All ~~vacations must be approved in advance by the unit member's immediate supervisor and shall be taken at a time which is least disruptive of DISTRICT operations.~~ Vacation requests shall be submitted to a supervisor by using the Classified Time Off Request Form (accessible on the District intranet) and shall also be submitted as far in advance as possible. The supervisor receiving the request shall provide the unit member with a response within five (5) calendar days from receipt of the request. ~~A unit member's request for vacation must be responded to and answered by the immediate supervisor ten (10) days of its receipt.~~ While the District will make reasonable efforts to approve vacation requests that are convenient for the unit member, it reserves the right to deny requests based on District's operational needs. If the request is denied, this decision shall not be arbitrary or capricious and the a reason for denial in writing shall be provided to the unit member in writing. ~~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.~~

19.10 ~~CONSECUTIVE FISCAL YEAR.~~ 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.

19.11 **19.8.3 UNAUTHORIZED ABSENCE.** 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. **Failure to notify the DISTRICT of the anticipated absence prior to the commencement of the unit member's shift may constitute unauthorized leave. Leaves due to unauthorized absences shall be recorded on the unit member's work report. (copy and pasted from 14.7)**

19.12 **VACATION INTERRUPTION.** A permanent unit member may interrupt or terminate their regular vacation leave in case of illness, and use sick leave before continuing regular leave or returning to work, subject to the following requirements:

- a. The unit member must notify their supervisor of the interruption or termination of their vacation prior to use of sick leave;
- b. The supervisor shall notify the unit member if they may continue their vacation leave, after use of sick leave, or if they must report to their normally assigned work; and
- c. Upon returning to the regularly assigned work, the unit member must furnish a doctor's medical certificate verifying the illness or injury which interrupted or terminated their vacation.

19.13 **SEPARATION OR TERMINATION OF EMPLOYMENT.**

19.13.1 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 the initial six (6) months of employment with the DISTRICT shall not be entitled to such compensation.**