

ADMINISTRATIVE PROCEDURE 7340 VACATION
Academic Administrators, Classified Managers and Confidential Employees

- I. Vacation leave may not be taken during the first six months of employment.
 - A. A probationary employee leaving the District before attaining permanent status will not be paid for vacation time accrued.
 - B. Upon separation from employment with the District, permanent employees will be paid for vacation time accrued, but not used. Such reimbursement will be made at the regular salary rate of the employee at the time of separation.

- II. Academic Administrators and Classified Managers
 - A. Management employees on 12-month assignment shall be entitled to 22 vacation days per year. Part-time management employees and management employees on less than 12-month assignment shall be entitled to vacation leave on a pro-rated basis.
 - B. Management employees may accumulate these days to a limit of 44 days. Managers who accumulated more than 44 days prior to the imposition of this limit (June 1990) retain their accumulated days, but may not accumulate further days until and unless their balance drops below the 44-day limit.

- III. Confidential Employees
 - A. Confidential employees on 12-month assignment and part-time confidential employees shall be entitled to 4 floating holidays per year in addition to vacation days earned and accumulated on a monthly basis in accordance with the following schedule:
 - 1. 1 - 5 years - 15 vacation days
 - 2. 6 - 10 years – 20 vacation days
 - 3. 11 & over - 20 vacation days, plus 1 additional day of vacation for each additional year of service after 10 years, not to exceed a maximum of 25 days at the completion of 15 years of service.
 - B. Confidential employees on less than 12-month assignment, and part-time confidential employees, shall be entitled to vacation leave on a pro-rated basis.

Approved by the Chancellor: February 22, 2013