

Management, Supervisory, and Confidential Personnel

VACATIONS/NON-WORK DAYS

Certificated Management Employees

Certificated management employees work according to the number of days prescribed in the individual contract as set by the Board of Education. All other days are considered non-work days. Late hires will receive a pro rata amount of non-work days. Non-work days are credited as of July 1 and are to be scheduled during the current year.

The supervisor and employee shall jointly schedule an employee's non-work days consistent with the work requirements of the department and taking into consideration the focus of providing direct service to students and school sites.

In the event a certificated management employee leaves the District for any reason, any unused non-work days will be forfeited.

This is applicable to all certificated management employees except Directors, Coordinators (who work 224 days) and/or Administrators (who work 224 days). These employees will receive twenty-two (22) eight-hour non-work days per year which are to be used during the current school year. Should an employee work additional days beyond the number of contracted days, they may carry over a maximum of five (5) non-work days for use in the following school year. With written supervisor approval, they may carry over an additional six (6) non-work days (not to exceed an aggregate total of 11 days) for use in the following school year. After July 1, 1997, Directors, Coordinators (who work 224 days) and/or Administrators (who work 224 days) may not have on record more than thirty-three (33) total usable non-work days at any given time, plus any non-work days accumulated prior to July 1, 1976.

Classified Management

Classified management employees who work full time (224 days) will receive twenty-two (22) eight-hour non-work days per school year. All part-time and late hire employees will receive a pro rata amount.

The supervisor and employee shall jointly schedule an employee's non-work days consistent with the work requirements of the department and taking into consideration the focus of providing direct service to students and school sites. Non-work days will be credited July 1 to be used the same school year.

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VACATIONS/NON-WORK DAYS (continued)

Any classified management employee may carry over no more than five (5) non-work days to be used the following school year. With written supervisor approval, employees may carry over an additional six (6) non-work days (not to exceed an aggregate total of 11 days) to be used the following school year. After July 1, 1997, no classified management employee may have more than 33 usable non-work days on record at any given time, plus any non-work days accumulated prior to July 1, 1976.

Unused non-work days will only be paid when an employee either retires or terminates employment with the District.

Classified Supervisory and Confidential Employees

Full-time classified supervisory and confidential employees will receive twenty-one (21) eight-hour vacation days per school year. All part-time and late hire employees will receive a pro rata amount.

The supervisor and employee shall jointly schedule an employee's vacation days consistent with the work requirements of the department and taking into consideration the focus of providing direct service to students and school sites. Vacation days will be credited July 1 to be used the same school year.

Child Nutrition Service "CNS" Managers will use ten (10) days during the winter and spring breaks, due to the need for student related services. CNS Managers will be informed of any remaining earned vacation days beyond those used during the winter and spring breaks and be provided the following options for those remaining days of accrued vacation:

- A. Be paid for the days
- B. Take the days off (with approval of the supervisor)
- C. Carry forward into the following year with the limitations as described below

Any classified supervisory or confidential employee may carry over no more than five (5) vacation days to be used the following school year. With written supervisor approval, employees may carry over an additional six (6) vacation days (not to exceed an aggregate total of 11 days) to be used the following school year. After July 1, 1997, no classified supervisory or confidential employee may have more than 32 usable vacation days on record at any given time, plus any vacation days accumulated prior to July 1, 1976.

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VACATIONS/NON-WORK DAYS (continued)

Except as stated for CNS Managers, any unused vacation days for classified supervisors and confidential employees will only be paid when an employee either retires or terminates employment with the District.

To accommodate those employees transitioning from prior year vacation/non-work accrual to current year vacation/non-work day accrual, an employee will have three years, beginning July 1, 1994, in which to comply with the new carry over limits established by this policy.

Any deviation from any segment of this policy must be approved in advance by either the Superintendent or designee.

Legal Reference:

EDUCATION CODE

44962 Authority to grant leaves of absences
45190 Resignation and leaves of absence
45197 Vacation
45200