

ARTICLE 9: VACATIONS AND HOLIDAYS

9.1 Vacations

Administrators accrue twenty-six (26) vacation days per year. Administrators will be required to use no more than a total of eight (8) accrued vacation days during the Winter and Spring Breaks. If on December 1 the administrator has less than forty (40) days of accrued vacation they will be required to use no more than a total of six (6) accrued vacation days during Winter and Spring Breaks. Any additional District breaks will be negotiated with SCCDAA. Any additional District breaks will be negotiated with SCCDAA.

9.1.1 All vacation days for the upcoming year will be credited on July 1 of each fiscal year. Vacation is cumulative from year to year.

9.1.2 Vacation applications are submitted for approval to the administrator's immediate supervisor.

9.1.3 An employee terminating employment for any reason will be paid for the number of days of accumulated vacation as of the last day of service. Any days credited, but not yet earned, will be deducted from the employee's vacation balance as of the last day of employment.

9.1.4 Employees may interrupt or terminate vacation leave in order to begin bereavement leave or sick leave without a return to duty. Interruptions or terminations of vacation due to the need to take sick leave shall be accompanied by a written statement by a licensed health care provider for any interruptions or terminations beyond one (1) day. For consideration of other extenuating circumstances, a request must be submitted in writing to the Director of Human Resources. In order to avail themselves of this provision, employees must provide relevant supporting information as to the basis for such interruption or termination.

9.2 Vacation Carry-Over

Administrator vacation records will be assessed annually as of June 30. Administrators having more than fifty (50) days of accumulated vacation as of June 30, will be requested by the Director of Human Resources to review their vacation plans with their administrative supervisor to discuss a plan for reducing the balance to fifty (50) days or less of accumulated vacation by June 30 of the following year.

9.2.1 An administrator with an excess of 50 days (400 hours) of carry-over vacation leave will be paid out for those hours which exceed the 50-day carry-over as provided in Section 9.2. The payout will be made on the July paycheck immediately following the end of that fiscal year.

9.2.2 Any administrator transferring from an administrative position into a position that does not accrue vacation time will, insofar as feasible, take all of their accumulated

vacation prior to the time of transfer. The administrator shall be compensated at their daily rate for all vacation remaining at the time of transfer.

9.3 **Holidays**

Administrators are in paid status for the following holidays which fall within their work year in accordance with the College Calendar:

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Friday following Thanksgiving Day

Christmas Day

New Year's Day

Martin Luther King, Jr. Day

Lincoln's Birthday

Washington's Birthday

Memorial Day

Thursday and Friday of Spring Break Week

Cesar Chavez Day

Juneteenth

A floating holiday in lieu of Admissions Day

Other days approved by the Governing Board and designated in the College Calendar