

COMPENSATION AND BENEFITS
~~VACATIONS AND HOLIDAYS~~

DED
(LOCAL)

~~FULL-TIME
EMPLOYEES~~

~~All full-time, benefits-eligible staff who work on a 12-month basis are eligible for vacation leave each fiscal year, as described in the College District's procedures and guidelines for faculty and staff.~~

~~USE OF VACATION
DAYS~~

~~Upon successful completion of the new employee 90-day (calendar day) probationary period, eligible employees shall receive vacation credit retroactive to the original service date, in accordance with the published vacation plan. An employee shall take vacation leave at the discretion of, and with the advance approval of, the employee's immediate supervisor. The employee shall submit a written request for vacation days to his or her immediate supervisor.~~

~~A maximum of three consecutive weeks (15 days) of vacation leave may be taken.~~

~~Carryover of earned but unused vacation hours shall be permitted within the guidelines established by the College President.~~

~~Employees who terminate employment prior to completion of the new employee probationary period shall have no accrued vacation credit.~~

~~Employees beyond the initial 90-day probationary period, who terminate eligible employment with the College District, shall be paid for the current fiscal year's earned but unused vacation hours and up to a maximum of 80 hours of earned but unused carryover vacation hours from a prior fiscal year.~~

HOLIDAYS

Upon employment, all full-time, benefits-eligible staff and administrators shall receive paid holidays as approved by the Board when approving the master calendar for an academic year.

To be granted paid holiday leave, eligible employees shall be in a paid status both the day before and the day after the holiday.

In cases when it is deemed necessary for the protection and safe operation of a campus and/or physical plant, or when it is deemed to be in the best interest of the College District, the employee's supervisor may require the employee to report for work on a holiday. An alternate day off shall be provided to the employee in those situations.

~~AVAILABILITY~~

~~Vacation leave for the current year shall be available for use at the beginning of the school year. When an employee who has used more eligible leave than he or she has accumulated ceases to be employed by the College District, the cost of the unearned leave days shall be deducted from the employee's final paycheck.~~