

ARTICLE 19: VACATION

19.1 PAID VACATION.

19.1.1 The first day of the month following the date of initial employment is considered the day and month in determining vacation entitlement.

19.1.2 Probationary unit members shall be eligible to accrue vacation, but earned vacation shall not become a vested right 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.

19.2 VACATION ACCRUAL FORMULA.

19.2.1 Vacation for unit members shall be computed on an hourly basis, one-hundred and seventy-three (173) hours being equal to one (1) full month of employment. 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	10.67 hours per month
Beginning 5 years through 10 years	12.67 hours per month
Beginning 11 years through 15 years	14.67 hours per month
Beginning 16 years	15.33 hours per month
Beginning 20 years	16.33 hours per month
Beginning 25 years	17.33 hours per month

19.2.2 **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

19.3 **VACATION CAP.** Unit members anticipated to have more than four-hundred and eighty (480) hours of accumulated vacation at the end of the fiscal year will be required to reduce their balance to less than four-hundred and eighty (480) hours. Unit members shall meet with a supervisor to attempt to schedule time off.

AUTOMATIC VACATION CASH-OUT IMPLEMENTATION. Effective September 1, 2024, and each September 1 thereafter, any unit member with an excess of four-hundred and eighty (480) hours of vacation on September 1 of each calendar year will automatically be paid out those hours exceeding the four-hundred and eighty (480) hours. The unit member shall receive cash compensation at the unit member's regular rate of pay and payout will be made available on the first available open pay cycle after October 1.

UNIT MEMBER INITIATED VACATION CASH-OUT. Once a unit member accrues two-hundred and forty (240) hours of vacation pay, the unit member may make a written election to cash-out some or all of the vacation pay that the unit member will accrue in the following calendar year. Such election to cash-out vacation pay must be made by the unit member on or before December 31st of the year prior to the unit member's payout date for the vacation pay being cashed-out. Such election will be irrevocable once made. The payout date for the cashed-out vacation pay will be specified on the Cash-Out Request Form, which shall be submitted to Payroll (payroll@sbccd.edu), and must be a date by which the unit member will have accrued in such payout year vacation pay which equals or exceeds the amount of vacation pay which the unit member has elected to cashout. 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.

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

19.5 **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.

19.6 **VACATION SCHEDULING.**

19.6.1 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 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.

19.6.2 PRIOR APPROVAL. 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. 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 reason for denial shall be provided to the unit member in writing. [Vacation requests may be submitted via approved electronic scheduling systems, including but not limited to PlanIt Schedule or other District-approved platforms.](#)

19.6.3 UNAUTHORIZED ABSENCE. Any unit member absent without being on approved 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.

19.7 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.

19.8 SEPARATION OR TERMINATION OF EMPLOYMENT.

19.8.1 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.