

1.0 Eligibility for Vacation

- 1.1 Generally, management and confidential employees must have been employed in the District six (6) months before using accrued vacation time. The Chancellor may grant an exception to this section by allowing use of vacation accrued and transferred prior to completing six (6) months of service with the District, as deemed appropriate.

2.0 Scheduling Vacation

- 2.1 Vacation schedules must be approved by the immediate supervisor and the appropriate College President or Assistant Chancellor to provide coverage and to meet the advance planning needs of the colleges and the District.

3.0 Accrual of Vacation

- 3.1 Annually, as of September of each year, employees with a vacation balance in excess of sixty (60) days shall not accrue additional vacation days until the month that begins with the balance at or under 60 days.
- 3.2 Each employee shall be permitted to take sufficient vacation time to avoid forfeiture.
- 3.3 Employees shall be paid for their entire vacation leave balance upon retirement.

4.0 Interruption of Vacation

- 4.1 Employees may interrupt or terminate vacation leave without a return to active service in order to begin another leave, if such leave is in accordance with the policy and regulation governing such leave.
- 4.2 The employee will immediately notify the supervisor of the need to interrupt or terminate vacation leave and must supply relevant supporting information regarding the basis for the interruption or termination.

5.0 Effect of Holidays

- 5.1 Holidays occurring during a vacation shall not be construed as part of the vacation allowance.

6.0 Reporting Vacation Leave Taken

- 6.1 Following the vacation leave, the employee shall complete a report of absence form and forward the form through appropriate administrative channels to Payroll.

Adm. Regulation Reviewed:

Board Policy:

[P-9231](#)