

ARTICLE 13

VACATIONS

A. Eligibility:

All employees in the bargaining unit shall earn paid vacation time under this Article.

B. Vacation Pay:

Pay for vacation days for all bargaining unit members shall be the same as that which the unit member would have received had he/she been in a working status. Earned vacation is computed on the basis of hours of actual service and is accrued on a monthly basis. Estimated vacation accrual shall be credited at the beginning of the fiscal year and available for use.

C. Each unit member shall earn paid vacation days according to the following schedule effective July 1, 2017:

<u>Years of Service</u>	<u>Days of Earned Vacation</u>
1 through 5 years	1 day per month worked
6 through 10 years	1.25 days per month worked
11 through 15 years	1.50 days per month worked
16 or more	1.75 days per month worked

D. When a legal holiday falls within a vacation period, the day shall be paid as a holiday and not charged against the unit member's vacation leave.

E. Student attendance day unit members (183 days) vacation shall not be taken during the on-site duty assignment; instead the unit member's annual vacation for the work year shall be allocated into equal payments and included in their pay warrant.

F. All vacation days must be requested in advance for supervisors' approval via the on-line absence tracking system for Ten (10), Eleven (11) and Twelve (12) month employees.

1. Vacation shall be taken upon approval by the unit member's supervisor. Consideration shall be given to accommodate the wishes of unit members requesting specific vacation periods. Supervisors have five (5) working days to respond to the vacation request or the unit member may seek approval of the Superintendent.

2. Only the Superintendent may rescind an approved vacation with good cause.
3. A maximum of ten (10) vacation days may be carried over to the next fiscal year with prior written supervisor approval. Vacation carryover must be used prior to December 31st of the calendar year.

G. Interruption of Vacation:

A unit member in the bargaining unit shall be permitted to interrupt or terminate vacation leave in order to begin illness or bereavement leave without a return to active service, upon notification to the supervisor, provided the unit member supplies adequate supporting information regarding the basis for such interruption or termination.

- H. A unit member who resigns, retires, laid off or otherwise severs their relationship with Sutter County Superintendent of Schools shall be paid a lump sum for all accrued unused vacation leave. Any vacation time used, but not yet earned, will be deducted from the final payment warrant.