

Vacation/Holidays

Earned vacation shall be taken only at times approved by an employee's supervisor. If a written employment agreement between a management employee and the Governing Board is inconsistent with this policy, the employment agreement shall prevail.

Vacation Allowance

Only management personnel assigned to a 228-day duty year earn vacation of 20 days per year in accordance with the provisions of the Management Salary Schedule.

Management employees assigned for less than 228 days per year do not receive vacation entitlement. Management employees may work more days than assigned, but shall not receive compensation for such days.

Management employees assigned to a school and working less than 228 days shall schedule non-duty days when students are not in school. Exceptions are year-round schedules which require the approval of the site principal.

Carryover of Accrued Vacation Days

Management personnel who work on a 228-duty day year shall be entitled to 20 days of annual vacation with pay, exclusive of holidays defined in the Education Code. Vacation so earned and unused may accumulate from year to year, not to exceed a maximum of 40 days. Therefore, all management employees shall be expected to have vacation accrual of no more than 20 days on June 30. On July 1, 20 days vacation will be advanced. Vacation balances shall be monitored and controlled by the supervisor of each manager.

Compensating Time Off

There is no compensating time off for management employees without the Superintendent or designee's prior written approval. It is anticipated that the normal requirements of any manager's function occasionally will necessitate work beyond the specified work year and day. These occasions are considered part of the manager's responsibility and will not be subject to additional compensation.

Cash Payment for Accrued Vacation

Management employees shall be entitled to payment for accrued vacation prior to separation from the district, or if returning from a 228-day duty year to a principal duty year. A management employee who separates from the district is entitled to payment in a lump sum for accrued vacation as of the date of separation. A management employee who returns from a 228-day duty year to a principal duty year is entitled to a payment in lump sum as of the date of commencement of the new assignment. Payment shall be made upon written request of the employee. Payment shall be based on the employee's daily rate including additives at the salary rate effective during the school year in which the vacation credit was earned.

Notwithstanding the above, when it is determined that it is financially in the best interest of the district, the Superintendent or Chief Personnel Officer may require a management employee to use accumulated vacation prior to separation or return to a principal duty year.

Regulation FRESNO UNIFIED SCHOOL DISTRICT

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