

POLICY TITLE: Vacations
POLICY NUMBER: 2020

2020.1 This policy shall apply to regular and introductory employees in all classifications, as defined in section 2080.

2020.2 Vacation accruals –

2020.2.1 Paid vacations shall be accrued using a full time rate of 8.0 hours per day, and part-time employees will have vacation awarded on a pro-rated basis for their percent of full time employment.

2020.2.2 Paid vacations shall be accrued at 5 days per 6 months of employment up to 5 years, 7.5 days per 6 months for years 6 to 10, and 10 days per 6 months for years 11 and greater.

2020.2.3 Vacation accruals for exempt employees shall be for the hours stated in the employee contract

2020.3 Vacation time may be accumulated or postponed. There will be a cap of 160 hours of accrued vacation time. No further vacation time will accrue until the balance falls below the cap.

2020.4 An employee may donate accrued vacation time, up to the maximum, to another employee of the district who has a verifiable hardship. Approval of this donation is at the discretion of the General Manager and must be in the best interest of the district.

2020.5 At termination of employment for any reason, the CSD shall compensate the regular employee for his/her accumulated vacation time Introductory employees forfeit their accumulate vacation time.

2020.6 The CSD will not require an employee to take vacation time in lieu of sick leave during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used. The CSD will not consider granting a leave of absence for medical reasons until all accumulated sick leave and vacation time have been used.

2020.7 If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

2020.8 Scheduling Vacation

2020.8.1 Vacations may be scheduled at any time during the year upon written approval of the General Manager.

2020.8.2 Vacation will be charged by the hour. For example: an employee who normally works 4 hours per day, will be charged 4 hours to take the whole day off.

2020.8.3 Introductory employees are not eligible to take vacation but will accrue vacation until they become regular employees.

2020.8.4 Vacations cannot be taken until the vacation time has accrued.

2020.9 Vacations are provided by the CSD to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall not be permitted except in situations of hardship. Said pay off shall be submitted for written approval by the General Manager.

2020.10 Vacations time must be listed on the employee's time card.

2020.11 Vacation time for introductory employees accrued but does not vest until they become regular employees. Introductory employees are not entitled to take vacation.