

Title : Vacation Leave
 Number :
 Approved :
 Reference : GCCCD 4310.15, 4040.01

4310.10
 09/09/21

PARAMETERS

- A. One day of vacation leave is equal to eight (8) hours, thus accruals greater than one day accumulate at the proportionate number of hours; i.e. an accrual of 1.83 is equal to 14.64 hours.
- B. For employees on an approved flexible schedule requiring daily work hours in excess of eight (8), all regularly scheduled work hours should be requested and recorded on the appropriate day(s).
- C. Accrued paid vacation leave may be taken in hour increments or days that are eight hours (1 day) or ten hours (1.25 days) in length depending on the approved full-time employee work schedule at the time of the event.
- D. An employee on vacation leave shall continue to earn vacation leave.
- E. Holidays are non-duty days authorized by the District Governing Board.

VACATION APPROVAL

Supervisors may establish processes for the request and approval (or not) of vacation leave, in addition to the official leave reporting system, to effectively manage the responsibilities of their department.

VACATION EARNING, ACCRUAL, AND VESTING

Vacation leave for full-time employees shall be earned and accrued in compliance with the following schedule. Maximum vacation leave accrual shall be limited to two years earnings based on the length of the current employment contract. For example, a management support employee on an 11 month contract and 15 months of service would be limited to a maximum vacation leave accrual of 27.5 vacation leave days (1.25 days per month vacation leave earning x 11 month employment contract x 2 years vacation leave accrual maximum accumulation).

Personnel Classification	Vacation Leave			
Executive	Months of service	1-xx		
	Days earned/month	1.83		
Administrative	Months of service	1-xx		
	Days earned/month	1.83		
Management & Other Exempt	Months of service	1-36	37-xx	
	Days earned /month	1.25	1.83	
Professional Staff (Support & Operational)	Months of service	1-60	61-120	120-xx
	Days earned/month	1.00	1.66	1.83
Faculty contracted on the Faculty Salary Schedule to work the academic calendar including extra duty days	Vacation leave is not earned. Holidays are applicable as annually approved by the District Governing Board as part of the academic calendar.			
Part-time employees	Vacation leave is not earned.			



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VACATION LEAVE PAYMENT UPON TERMINATION OF EMPLOYMENT

Under circumstances where employment is terminated by the College, vested vacation leave shall be compensated at the current contract salary rate.¹

Under circumstances where employment is terminated by the employee, vested vacation leave shall be compensated at the current contract salary rate if the employee has provided the College with written notice of intent to terminate thirty (30) days prior to the actual proposed termination date.²

Exceptions to vacation leave provisions may be approved in writing by the College President.

¹ Employees whose salary is funded via externally contracted programs (e.g. prison programs, federal and state grants, etc.) shall have maximum vacation leave payment limited to the greater of one year’s accrual or up to two years’ accrual if project funds are sufficient. Employees in this contracting arrangement are encouraged to take vacation leave in the year in which it is earned.

²Same as footnote 1.

