

Vacations/Holidays

This policy applies only to Classified Management and Confidential Employees (MUSD Business Manager, MCN Business Manager, MCN Assistant Business Manager, Executive Assistant to the Superintendent; Maintenance Supervisor, Transportation Supervisor).

General Provisions

Vacation is accrued each month at the rates specified in this policy based on the employee's date of employment, years of service, and hours of service per day.

Employees are encouraged to use their vacation during the year it is accrued. With the advance written approval of the employee's immediate administrative supervisor, vacation may be taken at any time during the school year. (E.C. §45197(d)) Subject to paragraphs 1 and 2, below, approval may be granted during the school year even though not accrued at the time vacation is taken.

1. If an employee's employment is terminated, the full amount of salary which was paid for any vacation granted that was not yet earned at the time of termination shall be deducted from the employee's final pay check. (E.C. §45197(g))
2. A new employee may not take more than six and one-half (6.5) days of vacation leave, until after completion of six months of active service with the district.

Effective July 1, 2019, employees shall not accrue vacation in excess of 25 days. The term "day" means the employee's current hours of service per day. Upon reaching 25 days of accrued vacation, employees shall not accrue any additional vacation until they use vacation in an amount sufficient to reduce their vacation balance to less than 25 days.

If the district does not permit an employee to take his/her full annual vacation, the amount not taken shall either accumulate for use in the next year or be paid for in cash at the option of the Governing Board. (E.C. §45197(d))

Employees shall be entitled to lump-sum compensation for all vested accrued vacation that is unused upon separation from service. (E.C. §45197(h)) Vacation shall not become vested until completion of the initial six months of employment. (E.C. §45197(e))

Accrual of Vacation

1. Current Employees: Classified management and confidential employees employed before February 14th, 2019, accrue vacation at the rate of 1.66666667 days per month, the equivalent of 20 days per year.
2. New Employees: Classified management and confidential employees employed on or after February 14th, 2019, accrue vacation at the rates specified below based on years of complete, consecutive years of service.
 - a. One (1) through four (4) complete, consecutive years of service
 - 10-month employees - 13 days per fiscal year (1.08333333 days per month)
 - 11-month employees - 14 days per fiscal year (1.16666667 days per month)
 - 12-month employees - 15 days per fiscal year (1.25 days per month)

b. Five (5) through nine (9) complete, consecutive years of service

10-month employees – 15 days per fiscal year (1.25 days per month)

11-month employees – 16 days per fiscal year (1.3333333 days per month)

12-month employees - 17 days per fiscal year (1.416666667 days per month)

c. Ten (10) or more complete, consecutive years of service

10-month employees – 18 days per fiscal year (1.50 days per month)

11-month employees - 19 days per fiscal year (1.58333333 days per month)

12-month employees - 20 days per fiscal year (1.66666667 days per month)

Legal Reference:

EDUCATION COD

[45197](#) Annual Vacations