

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

**V.**

**Board Policies Covering All Unrepresented Classified Employees**

Board Policy No. 4402:            VACATION PLAN

- A.     **Eligibility**: Full-time classified employees assigned on a twelve month basis, after serving a minimum period of six months, are entitled to paid vacation pursuant to this policy. Earned vacation will be granted only after the completion of the initial six (6) months of employment.
- B.     **Paid Vacation**: Employees shall receive a monthly rate of vacation, according to years of service, for each month they are in a paid status for more than one-half of the working days of the month. The employee's anniversary date shall be the basis for the computation of earned vacation for longevity in service.

C.     **Vacation Schedule For 12 Month Employees:**

12 working days with pay: 0 to 4 years of experience  
15 working days with pay: 5-9 years of experience  
18 working days with pay: 10-14 years of experience  
19 days of vacation with pay: 15+ years of experience

**Vacation Schedule For Less Than 12 Month Employees:**

Employees who work less than 12 months shall receive paid vacation prorated on the basis of the length of their regularly assigned work year.

D.     **Vacation Pay**

Pay for vacation days for classified employees shall be the same as that which the employee would have received had they been in a working status.

E.     **Vacation Pay Upon Termination**

An employee terminating for any reason, after six (6) months of service, shall be paid for any unused vacation earned. The termination date will be the employee's last day of service, and any unused vacation to be paid will be computed to that date.

F.     **Vacation Postponement:**

1.     If an employee's vacation becomes due during a period when they are on leave due to illness or injury, they may request that their vacation date be changed, and the District shall grant such request in accordance with vacation dates available at that time. The employee may elect to have their vacation rescheduled in accordance with the vacation schedule available at that time, or may request to carry-over vacation to the following year.

2. If for any reason a classified employee is not permitted to take all or any part of their annual vacation the amount not taken shall be accumulated for use in the following year.
- G. **Limit On Accrual of Vacation:** An employee is entitled to earn or accrue no more than forty (40) vacation days.
  - H. **Holidays:** When a paid holiday falls during the scheduled vacation of an employee, such paid holiday shall not be counted as a vacation day.
  - I. **Vacation Scheduling:** Vacations shall be scheduled by the District at times requested by employees consistent with the best interests of the District and within the District's work requirements.
  - J. **Interruption Of Vacation:** A classified employee shall be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, provided the employee supplies prior written notice and supporting information regarding the basis for such interruption or termination.

Legal Reference:  
Education Code sections 45197, 45200

Date Policy Adopted By The Board: September 25, 2001