

Management process for Classified vacation scheduling

The scheduling of vacation is important to the well-being of the employee and the functionality of the department as well as the college.

1. An annual vacation calendar can be provided to the classified staff to complete at the start of a fiscal year for scheduling purposes. It should be discussed and understood that you are aware things could change. The calendar is not set in stone. The vacation calendar is a planning tool for all concerned. Generally they should be turned in prior to the start of the Fall semester.
 - a. Completed vacation schedules should be reviewed and approved or denied within five (5) working days. (Article 15.3)
 - i. Excess vacation days and a reasonable amount of annual earned vacation days should be scheduled.
 - ii. Contractually allowable carryover days do not need to be scheduled.
 - iii. Changes to the approved calendar should be made on the Leave Request form.
 - b. Classified staff is not required to complete the form.
 - i. The Leave Request form should be submitted in lieu of the calendar for any requests. These also must be approved or denied within five (5) working days.
2. Upon approval management should update their calendars with dates scheduled.
 - a. If access to your calendar is not available to your respective staff then a posted master vacation calendar would be advantageous so staff is aware of the remaining available days.
3. Requests for the same days can be approved on a first-come basis unless the employee had the requested days in the prior year. This is usually only an issue around holidays.
 - a. Requests for vacation around holidays should be rotated on a seniority basis (within the department only).
 - b. If a Leave/Vacation request was not made through the calendar process and the days were approved for another staff member it will need to be determined if changes can or cannot be accommodated. An example would be if the calendared staff has purchased flights/vacations that cannot be altered.
4. Excess vacations days for employees is addressed in Article 15.4
 - a. Article 15.4 A addresses the procedure that must be followed regarding the payment of excess vacation should the manager determine it is not feasible for work related issues.
 - b. Article 15.4 B addresses the procedure that must be followed regarding staff that refuse to meet and schedule the excess days.

ARTICLE 15. VACATION.

15.1 Definitions.

A. Carryover Vacation: Accrued vacation not used within the fiscal year up to the balance allowed for years of service (as shown in 15.2).

B. Excess Vacation: Accumulated vacation hours above the allowable carry over balance (as shown in 15.2).

15.2. Vacation Accrual. Regular employees will earn vacation according to the following schedule. Employees working less than full-time will have their vacation earnings prorated at a percentage equal to the percentage of their contractual assigned hours of work.

Carryover Balance, effective July 1, 2011

Years of Service	Earned Vacation	Carryover Balance Allowed on July 1
1-3 years of service	8 hrs/month of service (1 day/month – 12 days/yr)	144 hrs
4-5 years of service	9.33 hrs/month of service (1.16 days/month – 14 days/yr)	168 hrs
6-9 years of service	10.66 hrs/month of service (1.33 days/month – 16 days/yr)	192 hrs
10-13 years of service	12 hrs/month of service (1.50 days/month – 18 days/yr)	216 hrs
14+ years of service	13.33 hrs/month of service (1.66 days/month – 20 days/yr)	240 hrs

15.3 Vacation Scheduling.

A. Efforts will be made to enable vacation to be taken at times requested by and convenient to the employee consistent with the needs of the District. An attempt will be made to approve and assign vacation periods in a manner that is fair to all employees. If a scheduling problem exists, seniority on a rotating basis shall prevail. For purposes of this section, "seniority" means length of service based on the initial date of assignment in the department. Employee vacation requests shall be in writing and approved or denied by the supervisor within five (5) working days. Approval or denial of the request will be in writing. A vacation calendaring form may be provided by the immediate supervisor for such use.

B. Absence reports will be submitted by the employee to the immediate supervisor for approval within three (3) working days of returning from the approved vacation leave.

15.4 Use of Excess Vacation

A. When an employee, to meet the convenience of the District, is not permitted to take vacation within the fiscal year, the amount not taken in excess of the allowable balance as provided in Section 15.2 shall be accumulated to carry over for use in the following fiscal year only or, at the request of the employee, a lump sum payment shall be made for the excess accumulated vacation. A request for vacation time credit or lump sum payment shall be forwarded by the employee to the appropriate supervisor. If an employee does not request a lump sum payment, the supervisor will meet with the employee to create a plan for use of the excess days.

B. By October 31 of each year, the employee and immediate supervisor will meet to establish a vacation calendar for the academic year for the use of hours in excess of the allowable carryover balance. The employee and supervisor must adhere to the established plan in such circumstances. Subsequent to the meeting between the manager and the employee, if by October 31 there is no agreement on the use of excess days, the manager will assign all the excess hours with ten (10) working days notice.