

## ARTICLE 12 - VACATIONS

### 12.1 FULL-TIME MONTHLY EMPLOYEE

All unit members who are full-time employees, five days, forty hours per week, shall earn vacation according to the following schedule: Twelve-Month Work Year

<u>Completed Years of Service</u>	<u>Vacation Days Per Year</u>
1 – 3	13
4	14
5	15
6	16
7	17
9	18
10	19
12	20
14	21
16	22

### 12.2 EMPLOYEES WORKING LESS THAN TWELVE MONTHS

For those unit members who work full time for less than twelve months, the following computation shall be used with the chart shown in 12.1:

Eleven (11) months of creditable service	=	11/12
Ten (10) months of creditable service	=	10/12
Nine (9) months of creditable service	=	9/12
Eight (8) months of creditable service	=	8/12

12.2.1 Vacation allotments earned shall be rounded up to the nearest quarter hour.

### 12.3 SERVICE DEFINED

Service is defined as time actually worked (e.g. paid status).

12.3.1 Credit for continuous service to Burbank Unified School District shall be allowed if the employee has been employed continuously for at least ten (10) months of eleven (11) month or twelve (12) month assignments, at least eight (8) months for nine (9) month or ten (10) month assignments and at least seven (7) months for eight (8) month assignments.

12.3.2 A calendar month of service is defined as that in which compensation payable for such month is equal to one-half or more of the month's salary.

No credit shall be allowed for a calendar month when less than one-half of the monthly salary is payable.

#### 12.4 VACATION ACCRUAL – PART-TIME EMPLOYEE

Unit members eligible to earn vacation and employed on a part-time basis shall earn vacation prorated in the same ratio as their regular work hours per day bear to eight (8) hours per day and shall also be computed in accordance with Sections 12.1 and 12.2.

#### 12.5 PROBATIONARY EMPLOYEES

Probationary unit members shall not be entitled to take vacation days until they have completed their initial six months of employment. EXCEPTION: Eight (8), Nine (9) or Ten (10) month employees. (See 12.10.3)

#### 12.6 PROBATIONARY EMPLOYEE – UNEARNED VACATION

Probationary unit members shall not be entitled to take more vacation days than they have earned. EXCEPTION is noted in 12.5 above. In the event the services of a unit member are terminated prior to the end of the twelve (12) months of employment, the monetary equivalent of all unearned vacation days previously allowed shall be deducted from the final warrant.

#### 12.7 PERMANENT EMPLOYEE – SEPARATION FROM SERVICE

A permanent employee may be granted vacation during the year even though not earned at the time the vacation is taken. However, if the employee terminates and has been granted vacation which was not earned at the time of separation, the District shall deduct from the employee's final warrant the full amount of salary which was paid for such unearned vacation time.

#### 12.8 VACATION CARRY-OVER

It is intended that accrued vacation should be taken and that carry-over should be limited. The number of days to be carried over has an absolute limit of the number of days earned in one year. Vacation balances shall be calculated every June 30<sup>th</sup> and communicated to unit members in writing. Unit members having vacation balances in excess of the limit defined above shall develop, in cooperation with their supervisor, a mutually agreed upon vacation schedule to eliminate the excess vacation days.

Disagreements as to the use of vacation days shall be referred to the Assistant Superintendent, whose decision shall be final. In the event a mutually agreed upon vacation schedule cannot be developed for the elimination of these excess vacation days, unit members shall receive the monetary equivalent of any vacation days in excess of the limit.

12.8.1 At the termination of employment, the monetary value of accrued vacation may be paid only to the extent permitted under Section 12.8 above, plus current unused vacation accrued, in lieu of carrying the employee on the payroll.

## 12.9 PERSONAL BUSINESS REQUEST WITH VACATION

Requests for time off for personal business that are submitted in conjunction with the annual Vacation Request shall request vacation days followed by dates for personal business.

## 12.10 SCHEDULING VACATIONS

Earned vacation may be scheduled any time during the year with the approval of the employee's immediate supervisor (as defined in Article 17, Section 17.1.4). Subject to Sections 12.6, 12.7, 12.8, 12.10.1, 12.10.2, 12.10.3, and 12.10.4 of this Article, vacations shall be scheduled at times requested by bargaining unit employees insofar as is possible within the District's work requirements. Employees must request vacation leave in writing at least 10 working days prior to the date of requested leave.

The District will respond to leave requests not later than 5 days after receipt of leave requests. If there is any conflict between employees who are working on the same or similar operations as to when their vacations will be taken, the employee with the greatest length of service shall be given preference. However, in cases when disputes have arisen, and an employee has been given preference for a vacation schedule based on length of service, the person given preference may not use the same schedule for more than two consecutive years. In cases of emergency the time constraints may be lowered by mutual consent.

12.10.1 Upon request of the employee, and at the discretion of the District, unearned vacation time may be used with the approval of the immediate supervisor.

12.10.2 *"Eleven-Month Employees"*  
Vacation will normally be taken during the year in which it is earned and must be taken during the eleven-month work year. Any exception must have the approval of the employee's immediate supervisor.

12.10.3 *"Eight, Nine and Ten-Month Employees"*  
Vacation will normally be taken during the year in which it is earned and must be taken, to the extent possible, during Winter and Spring Recess. Any exception must have the approval of the employee's immediate supervisor. The monetary equivalent of any vacation days which cannot be taken during the Winter and Spring Recess shall be paid by warrant.

12.10.4 Employees assigned to a school operating a year-round schedule may schedule vacations at times requested by bargaining unit members, including when “off-track”, insofar as is possible within the District’s work requirements.

12.11 HOLIDAYS IN CONJUNCTION WITH VACATION

When a holiday falls during the scheduled vacation of a unit member, the employee shall be granted an additional day’s vacation for each holiday occurring within that period.

12.12 AN INTERRUPTION OF VACATION

A permanent classified employee shall be permitted to terminate vacation leave in order to begin another type of paid leave without a return to active service provided said employee supplies the District with adequate notice and relevant supporting information regarding the basis for such interruption or termination.

Adequate notice and relevant supporting information shall be defined as an obvious intent of the unit member and the District to establish the exact date of shift to another type paid leave and/or return to vacation leave and to provide the documentation as soon as possible.