

# CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

P-4234  
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## VACATION LEAVE

Full-time regular classified employees shall accrue one (1) day of vacation leave with pay for each month in which the employee is in a paid status for more than one-half of the working days in the month, and the prescribed minimum amount of vacation credit when the employee is in a paid status for less than one-half the working days in the month. Vacation time may not be allowed an employee the first six (6) months of employment.

Vacation leave shall be mutually agreed upon by the employee and the employee's supervisor with the provision that the vacation leave will not create a hardship to that department or other work-related departments. Vacation leave shall be authorized by the supervisor or head of department prior to the vacation leave. Earned vacation leave may be taken at any time during the year provided prior approval has been obtained.

### EARNED DAYS OF VACATION

Years of Service	12 Months Employees	11 Months Employees	10 Months Employees
1	12	11	10
2	12	11	10
3	12	11	10
4	12	11	10
5	12	11	10
6	13	12	11
7	14	13	12
8	15	14	13
9	16	15	14
10	17	16	15
11	18	17	16
12	18	17	16
13	18	17	16
14	18	17	16
15	19	18	17
16	19	18	17
17	19	18	17
18	19	18	17
19	19	18	17
20	20 (maximum)	19 (maximum)	18 (maximum)

Regularly employed hourly personnel will receive proportionate vacation benefits.

Adopted ..... 8/5/63  
 Revised..... 7/17/67  
                   2/17/71  
                   6/12/72  
                   6/22/73  
                   12/14/76

Reference  
 Education Code: 13651, 13651.7  
 Citrus College Regulation 4234 - Vacation Leave