

# CITRUS COMMUNITY COLLEGE DISTRICT REGULATION

R-4234  
Page 1 of 2

## VACATION LEAVE

Beginning the July 1st after five (5) years of employment, employees will be give one additional day of vacation for each year worked, up to eighteen (18) days for 12 month employees. After fourteen (14) full years of employment, employees will be given one additional day of vacation; after nineteen (19) full years of employment, employees will be given one additional day of vacation for a maximum of twenty (20) days for 12 month employees, 19 days for 11 month employees, and 18 days for 10 month employees.

In order to insure proper coverage of the individual departments, no more than 15 days may be taken at one time unless additional days are approved by the direct supervisor.

Regularly employed part-time monthly or hourly personnel will receive proportionate vacation benefits.

Student part-time help does not earn vacation time.

Vacation time is normally not accumulative from one year to the next. In the event a Board holiday occurs during the employee's vacation, such day or days will be added to the employee's vacation schedule.

No vacation time will be paid an employee who leaves the service of the District before the expiration of six (6) months of employment.

Extension of vacation period (without pay) to three weeks beyond the paid vacation period may be authorized. Request for extension of vacation should be made to the Vice President-Business through the employee's immediate superior.

Any request for time off greater than three weeks must be considered a leave of absence. Requests for time off greater than three weeks must be made in writing to the Board of Trustees.

Vacation schedules will be arranged through the immediate supervisor.

Vacation time for 12 month employees should be used prior to January of the school year following its accrual.

Vacation time for 10 and 11 month employees shall be taken before June 30 of the school year of its accrual, and should be taken during the time school is not in session.

Earned vacation leave for regular employees compensated by state or federal funding legislation shall be taken prior to the ending date of the funded program.

Adopted.....(Unknown)  
Revised..... 12/14/76

Reference

Education Code: 13651, 13651.7

Citrus College Policy 4234 - Vacation Leave