

CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

P-4343
Page 1 of 1

MANAGEMENT EMPLOYEES WORK YEAR

The work year for management team employees shall be as follows:

- 12 month assignment - 226 days with 1.84 days paid vacation per month
- 11 month assignment - 204 days with 1.84 days paid vacation per month
- 10 month assignment - 182 days with 1.84 days paid vacation per month

Annually, each management employee, with the approval of the immediate supervisor and the Superintendent/President, shall work out a vacation schedule which shall best serve the needs of the District and the employee. Deviation from the original schedule shall be cleared through the immediate supervisor and the Superintendent/President.

Twelve month management employees may accumulate and carry over no more than forty-four (44) days of vacation time. Eleven month management employees may accumulate and carry over no more than forty (40) days. Ten month employees may accumulate and carry over no more than thirty-seven (37) days vacation. Accumulated vacation beyond these specified limits shall require the approval of the Board of Trustees prior to each June 30. Accumulated vacation shall not be transferred to the next school year unless approved by the Board of Trustees. If the employee terminates before using all or any part of the earned vacation, the employee shall be reimbursed at the monthly rate in force at the time of the termination. The maximum number of days for which a management employee shall be reimbursed at the time of termination is as follows:

- 44 days 12 month management employee
- 40 days 11 month management employee
- 37 days 10 month management employee

Adopted 8/30/79
Revised..... 11/3/81