

CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

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VACATION FOR MANAGEMENT TEAM

The pay period for determining vacation earned each year for management employees who are on a twelve-month contractual basis shall be from July 1 through June 30.

All management employees shall be granted 1.84 vacation days per month. If a management employee has been employed at least one full year and terminates during the ensuing year, the employee's vacation time shall be prorated according to the extent of the work year the employee has completed prior to termination.

Each year the management employee with the approval of the Superintendent/President or the appropriate Vice 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 Superintendent/President or the appropriate Vice President.

Vacation time shall be used within the year following the year it is earned. 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 while ten month employees may accumulate and carry over no more than thirty-seven (37) days vacation. The Board of Trustees or the Board's designee shall approve the accumulation of vacation time beyond these specified limits. 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 termination. A management employee shall be paid for no time than the amount of specified vacation time permitted to be accumulated.

Adopted 4/3/79
Revised..... 11/3/81