

CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

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VACATION FOR CONFIDENTIAL EMPLOYEES

The pay period for determining vacation earned each year is from July 1 through June 30.

Twelve month confidential employees shall be granted 22 working days of vacation for each full year worked (1.84 days per month). If a confidential employee has been employed at least one full year and terminates during the ensuing year, the employee's vacation time shall be prorated.

Each year the employee will, with the approval of the Superintendent/President, work out a vacation schedule which will best serve the needs of the employee and the District. Any deviation from the original schedule must be cleared through the Superintendent/President.

All Board of Trustees designated holidays for 12 month classified employees shall be observed as holidays for confidential employees.

Vacation time should be used within the year following the year it is earned. No more than 44 days of vacation time can be accumulated without the approval of the Board of Trustees or its designee.

If an employee terminates before using all or any part of the earned vacation time, the employee shall be reimbursed at the monthly rate in force at the time of termination for the unused portion.

Adopted 8/30/79