

## **CITRUS COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES**

### **AP 7404   Vacation: Academic Administrators**

References: Education Code Sections 87763 and 87764

At the beginning of each fiscal year, academic administrators will be provided twenty-two (22) days of vacation based on a monthly accrual of 1.84 vacation days. An academic administrator must be in the employ of the District for a period of six (6) months before he/she may utilize vacation time. In the event that an academic administrator is hired after the beginning of the fiscal year, he/she shall receive vacation at the rate of 1.84 vacation days for each remaining months of the fiscal year. In the event that an academic administrator leaves the employ of the District, the academic administrator shall reimburse the District for any used but unearned vacation days.

Each year the academic administrator, with 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 approved by the Superintendent/President or the appropriate Vice President.

Vacation time shall normally be used within the fiscal year earned. During any fiscal year, an academic administrator's vacation balance, including all vacation days carried over and the current year's entitlement to vacation time shall not exceed forty-four (44) days. In the event that an academic administrator's vacation time in any fiscal year exceeds forty-four (44) days, he/she shall submit to the Superintendent/President or appropriate Vice President, a vacation plan to utilize, at a minimum, the vacation days in excess of forty-four (44).

Board Approved	02/07/12
Desk Review	08/26/13
Desk Review	03/15/17