

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

### **AP 7504    Vacation: Classified Administrator/Manager and Supervisor/Confidential**

Reference:    Education Code Section 88197

At the beginning of each fiscal year, classified administrator/manager and supervisor/confidential employees will be provided twenty-two (22) days of vacation based on a monthly accrual of 1.84 vacation days. Classified administrator/manager and supervisor/confidential employees 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 a classified administrator/manager and supervisor/confidential employee 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 a classified administrator/manager and supervisor/confidential employee leaves the employ of the District, the classified administrator/manager and supervisor/confidential employee shall reimburse the District for any used but unearned vacation days.

Each year classified administrator/manager and supervisor/confidential employees, with approval of the Superintendent/President, the appropriate Vice President, or immediate supervisor, 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, the appropriate Vice President, or the immediate supervisor.

Vacation time shall normally be used within the fiscal year earned. During any fiscal year, a classified administrator/manager and supervisor/confidential employee'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 a classified administrator/manager and supervisor/confidential employee's vacation time in any fiscal year exceeds forty-four (44) days, he/she shall submit to the Superintendent/President, appropriate Vice President, or immediate supervisor a vacation plan to utilize, at a minimum, the vacation days in excess of forty-four (44).

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| Board Approved | 12/06/11 |
| Desk Review    | 08/26/13 |
| Desk Review    | 03/15/17 |
| Desk Review    | 10/31/19 |