

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: VACATION

ADOPTED: November 18, 2004

REVISED:

REVIEWED: October 16, 2025

	537. VACATION
1. Purpose	Purpose Classified employees shall be provided with vacation leave in accordance with this policy.
2. Authority SC 1850.1	Authority The Committee has the authority and responsibility to establish reasonable guidelines that specify the conditions under which vacation may be taken within the terms of a valid collective bargaining agreement currently in force with a recognized bargaining unit.
3. Guidelines	Guidelines Vacation time shall be granted for full-time secretarial/clerical employees and full-time twelve (12) month custodians and maintenance workers as follows: 1. Vacation time with pay will be provided for all regular full-time employees who are scheduled to work twelve (12) months per year. Vacation pay will be based on the number of hours the employee is regularly scheduled to work. 2. For the purpose of computing vacation time, years of service shall be limited and counted from July 1st immediately following official employment, as voted by the Board, and shall continue to be granted on a budget year basis, i.e., July 1 through June 30. 3. Vacation days are “earned” during one (1) year of service July 1 through June 30 and taken during the next year of service. Only completed months of employment, including paid vacation, paid holidays, and paid sick leave, will be counted to arrive at earned vacation days. 4. Any employee with less than one (1) year of seniority as of July 1st of any year shall receive vacation pay prorated on the basis of the time actually worked. 5. Any employee with one (1) year of seniority shall receive ten (10) days paid vacation.

School Code 1850.1	6. Employees with more than one (1) year of seniority shall be granted an additional vacation day for each two (2) years of service up to a maximum of five (5) additional days after ten (10) years of service. Vacation schedules must be determined on a seniority basis. The most senior employee shall pick his/her vacation first, then the next senior employee, until all have made their choice. All vacations must be taken as scheduled unless the immediate supervisor and employee agree on a schedule change. If any paid holiday falls within an employee's vacation, the employee shall receive an additional paid vacation day in lieu of the holiday either at the beginning or at the end of the vacation. Where an occasional request is reasonable and made early, the employee's immediate supervisor may grant less than one (1) week of vacation if in his/her opinion it will not hamper the school operations. Any absence chargeback to sick leave immediately preceding, during or following a vacation will require written verification of illness by a physician approved by the Committee. When an employee no longer on probation terminates service during the school year, s/he will be paid at the salary due in lieu of "earned" vacation.
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