

Personnel

VACATION AND HOLIDAYS (CLASSIFIED)

SR 4600.06

Purpose:To provide vacation accounting for all Classified Employees.

Timeline:Vacation time is accrued monthly for all regular Classified Employees. Vacation for Classified employees who are required to follow the school-year calendar is included in the Employment Contract Agreement.

The County Office provides vacation benefits for classified employees based on the Education Code and the negotiated Employment Contract Agreement.

Vacation

- **Classified and Confidential** - Vacation is accrued for all regular classified employees on a monthly basis. Up to one (1) year of earned vacation hours can be carried over from year to year. The accrual rate is based on FTE and the following schedule:

Employees hired prior to July 1, 1988:

Over 10 years of service: 2 days per month

Employees hired on or after July 1, 1988:

1-5 years of service: 1 day per month

6-15 years of service: 1-1/2 days per month

over 15 years of service: 2 days per month

Newly hired employees earn, but shall not take vacation until they have completed six (6) months of employment.

- **Classified Management** Vacation is earned based on number of contract days and the following schedule:

190 199 day contract: 15 days per year

200 219 day contract: 16.5 days per year

220 230 day contract: 18 days per year

Holidays

- **Classified and Confidential** All regular classified employees are granted thirteen (13) paid holidays and one (1) floater vacation day per year. Employees who work less than 12 months per year earn a prorated number of holidays. Employees must be employed prior to October 12th to earn a floater vacation day. The floater vacation day is to be used upon request and as approved by the employees supervisor. The day must be used within the fiscal year earned.
- **Classified Management** Holidays are earned based on number of contract days

and the following schedule:

190 199 day contract: 12 holidays

200 219 day contract: 13 holidays

220 230 day contract: 14 holidays

Calendar Days

The standard work year for a 12 month employee is 260 days. If, in any given year there are more than 260 work days, the excess days are to be taken as time off without pay upon request and as approved by the employees supervisor and written on the time card as a Calendar Day (CD).

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 07/15/2003

Date Revised: