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The immediate supervisor shall approve or deny the request for vacation time within five (5) full business days of receipt of the request. If the immediate supervisor has not provided a response to an employee's vacation request within five (5) full business days, the employee may elevate their request to the next level administrator. The next level administrator shall respond, in writing, either approving or denying the request. The response shall be provided as soon as possible, but no later than five (5) full business days after the employee's elevation of the request. The first business day shall be the next business day after the request is made.

The District reserves the right to require, upon such advance notice as is consistent with the needs of the District, the use of vacation at any time. If the District requires the use of vacation within the first six (6) months of employment, vacation will be advanced to the employee to the extent it will be accrued by the end of that fiscal year.

If ten- (10) or eleven (11) month employees take their "off" months at a period other than during the summer intersession, the time off should be taken in periods of a minimum of ten (10) days at a time or a full month. If, as a result of this schedule, the employee works more than eleven (11) days in each and every month of a year, that employee will not earn more than the number of vacation days that can be earned by others with the same annual assignment of months.

A holiday for which the employee is eligible and which falls within a prescribed vacation period will be deemed a holiday and will not be charged as vacation.

Requests for vacation time off shall be made in writing to the immediate supervisor as far in advance of the requested date as possible, but generally no more than five (5) months before the requested date. If conflicting requests of employees in a department must be reconciled, preference on the first occurrence of such a conflict shall be given to the timely request of employees having the most continuous service with the District. Timely, as used in this Article, means requests received within a five (5)-day period.

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13.5 Vacation Pay. Upon separation from employment, an employee is entitled to lump sum compensation for all unused, accrued vacation. Fiscal Services will deduct from the last check the full amount of salary paid for any unearned days of vacation advanced to the employee.

If an employee moves from a classified position to a tenure-track academic position that does not accrue vacation, the employee will be paid for unused, accrued vacation at the time of termination from the classified payroll.



An employee in an acting assignment who is not on the regular classified staff will be paid for any unused, accrued vacation at the end of their acting assignment.

13.6 Change of Leave Status. A regular classified employee who becomes ill or is bereaved for a period in excess of one (1) day during their vacation period may be placed on the appropriate leave if proper procedures are followed. The employee must immediately notify the supervisor as to the nature of the requested change. An illness must be verified by the doctor on a form provided by the District when the employee returns to work. The employee may be required to provide proof of bereavement. Upon proper verification, the District may reinstate the vacation days and charge the time to sick leave or bereavement.

Signed and entered into this 15th day of March, 2022.

FOR THE DISTRICT

[Robert Blizinski \(Mar 18, 2022 10:45 PDT\)](#)
Robert S. Blizinski

FOR PCC-CFT, Local 6525

[Julio Huerta \(Mar 18, 2022 13:42 PDT\)](#)
Julio C. Huerta

[Ahrien T. Johnson \(Mar 16, 2022 12:22 PDT\)](#)
Ahrien T. Johnson