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**PROPOSAL FROM  
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND ITS  
PASADENA CITY COLLEGE CHAPTER 777 TO THE PASADENA AREA  
COMMUNITY COLLEGE DISTRICT**

March 2, 2026

7 ARTICLE 18 – VACATION

8 18.1 Annual Vacation Earnings Rate:

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10 Full-time employees who are covered by this Agreement, and who are in paid status for eleven  
11 (11) or more days in each relevant calendar month, shall earn vacation as follows:

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13 a. One (1) through three (3) years of continuous service: one day per month.

14 Annual Vacation Rate: 12 days

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16 b. Four (4) through six (6) years of continuous service: one and one-quarter days per month.

17 Annual Vacation Rate: 15 days

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19 c. Seven (7) through ten (10) years of continuous service: one and one-half days per month.

20 Annual Vacation Rate: 18 days

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22 d. Eleven (11) or more years of continuous service: one and three-quarter days per month.

23 Annual Vacation Rate: 21 days

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25 18.2 Earning Limit:

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27 Employees earn vacation according to the Annual Vacation Earnings Rate described in Article  
28 18.1.

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30 An individual employee may never accrue more than two times his or her Annual Vacation Earn-  
31 ings Rate.

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33 Part-time employees covered by this Agreement shall earn vacation on a pro rata basis, in such  
34 proportion as their regular assignment bears to a full-time assignment.

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38 18.3 Vacation Request

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40 Insofar as practicable and consistent with the needs of the District, vacation shall be granted at  
41 times most desired by employees. If the requested day is not available an alternative day  
42 shall be offered as substitute that the employee is satisfied with. Vacation days shall not  
43 be denied for capricious reasons.

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45 Vacation requests shall be granted on a first-come, first-serve basis. If conflicting vacation re-  
46 quests of multiple employees within in-a-the department within 72 hours of the first request  
47 must be reconciled, the conflicting employees shall meet and confer to reach a final resolu-  
48 tion, however if an agreement cannot be reached preference shall be given to the ~~timely~~ re-  
49 quests of employees having ~~the most continuous service~~ requested the day first with the Dis-  
50 trict.

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52 ~~Vacation requests for the Winter Break period shall be given preference to those requests from~~  
53 ~~employees who did not have such vacation in the preceding year(s).~~

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55 Employees may use accrued vacation time in minimum increments of one (1) hour.

56 Any vacation shall be requested at least three (3) working days in advance of the proposed com-  
57 mencing of vacation. The three (3) working day notice can be waived at the discretion of the Dis-  
58 trict.

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60 No deduction shall be made from the accrued vacation balance of any employee for holidays oc-  
61 ccurring during the approved vacation of the employee.

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63 18.4 Long term Vacation Request Response

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65 For vacation request(s) made more than one (1) month in advance, the supervisor/designee shall  
66 provide a response within ten (10) work days, barring any special circumstance.

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68 18.5 Vacation Cancellation

69 Unit members may cancel their approved vacation leave and return to work after providing written  
70 notice to their supervisor at least one (1) working day before resuming their regular working  
71 schedule. The one (1) working day notice can be waived at the discretion of the District.

72 [Note: In order to manage staffing and direct the assignment of other unit personnel, the  
73 District must have notice that unit members will be reporting for shifts that were previ-  
74 ously approved for leave, and which may have been offered as overtime.]

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