

1
2
3
4 **COUNTER PROPOSAL FROM THE**
5 **PASADENA AREA COMMUNITY COLLEGE DISTRICT**
6 **TO THE**
7 **CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, AND ITS PASADENA CHAPTER 777**

8 **April 15, 2026**

9
10 ARTICLE 18 – VACATION

11 18.1 Annual Vacation Earnings Rate:

12

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

15

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

17 Annual Vacation Rate: 12 days

18

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

20 Annual Vacation Rate: 15 days

21

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

23 Annual Vacation Rate: 18 days

24

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

26 Annual Vacation Rate: 21 days

27

28 18.2 Earning Limit:

29

30 Employees earn vacation according to the Annual Vacation Earnings Rate described in Article
31 18.1.

32

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

35

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

38

39

40

41 18.3 Vacation Request

39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73

Insofar as practicable and consistent with the needs of the District, vacation shall be granted at times most desired by employees.

Vacation requests shall be granted on a first-come, first-serve basis amongst unit members. If conflicting vacation requests of multiple employees within in-a-the department within 72 hours of the first request must be reconciled, the conflicting employees shall meet and confer to reach a final resolution; however if an agreement cannot be reached preference shall be given to the ~~timely~~ requests of the employees having ~~the most continuous service~~ requested the day first with the District.

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

Employees may use accrued vacation time in minimum increments of one (1) hour. Any vacation shall be requested at least three (3) working days in advance of the proposed commencing of vacation. The three (3) working day notice can be waived at the discretion of the District.

No deduction shall be made from the accrued vacation balance of any employee for holidays occurring during the approved vacation of the employee.

18.4 Long term Vacation Request Response

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

18.5 Vacation Cancellation

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

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