

# GCD PROFESSIONAL STAFF VACATIONS AND HOLIDAYS

## Vacations

Administrators and certificated and other teaching personnel on twelve (12) month contracts, are eligible for twenty (20) days of paid vacation annually. All vacation leave will be earned and used in hours as the unit of measure. Twenty (20) full-time days is equal to one hundred sixty (160) hours. Eligible employees working on any other work schedule will be credited with vacation leave that shall be computed at the same ratio that the number of employed hours bears to full-time employment. The fiscal year for vacation periods will be from July 1 through June 30.

All vacation leaves are to be approved in advance, with notification to be submitted to the human resources office. Vacation leave may be used in increments of not less than one-half (1/2) day.

At an employee's option, accrued, paid vacation leave may be substituted, without the restrictions on the use thereof set forth in this policy, for all or a portion of otherwise unpaid family and medical leave taken by an eligible employee in accordance with Policy GCCC. If an employee elects to substitute accrued, paid vacation leave for unpaid family and medical leave, the employee need only comply with the notice requirements set forth in this policy, and not with the more stringent notice and certification requirements set forth in Policy GCCC, unless the employee's paid leave period is followed by a period of unpaid family and medical leave.

## Vacation Leave during Summer Work Schedule

During a Superintendent-approved summer work schedule, when eligible certificated staff members are working ten (10) hours per day, four (4) days per week, vacation may be used in increments of not less than ~~one-half (1/2)~~ one-quarter (1/4) day.

## Accumulation of Unused Vacation

Up to forty (40) unused vacation days may be accumulated and carried forward from one (1) vacation year to the next. The amount of vacation time carried forward, plus that earned during the current year, will constitute the total number of days of vacation accrued by the employee at any given time.

## Transfer of Unused Vacation

If the employee is unable to use earned vacation time and stands to lose vacation as a result of work commitments, with the approval of the Superintendent or the

Superintendent's designee the accrued vacation days in excess of that allowed by policy will be transferred to accumulated sick leave days.

The transfer of excess vacation to sick leave accrual for the Superintendent shall require the approval of the Governing Board.

### **Holiday Leave**

Administrative and certificated and other teaching employees, other than substitute staff members, are eligible for paid holiday leave.

Employees earning twenty (20) days of vacation annually will observe the holiday schedules of the open facilities.

A holiday falling within a sick leave period will be treated as a holiday and therefore will not be charged to sick leave.

Staff members must be present for work, or on approved paid leave, on the scheduled workdays before and after the holiday in order to draw pay during holiday leave.

Each of the following named days may be designated as a holiday for all eligible certificated employees of the District when that day falls on a normal working day. (A normal working day is any day except a holiday, Monday through Friday, inclusive.) Exceptions: When a designated holiday falls on a Saturday, the preceding Friday will be observed as the holiday; when a designated holiday falls on a Sunday, the following Monday will be observed as the holiday.

January 1	Veteran's Day
Martin Luther King Day	Thanksgiving Holiday (2)
Rodeo Break (2)	December 24
Memorial Day	December 25
Independence Day	December 31
Labor Day	Winter Holiday (1)

These holidays and others established by the Governing Board will be adjusted according to the school calendar each year.

Adopted: ~~date of Manual adoption~~ \_\_\_\_\_  
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