Policy: 5450   **Section 5000: Personnel**

POLICY TITLE: VACATION LEAVE BENEFITS

Policy

12-month classified and administrative employees of COSSA shall accrue 10 days of annual vacation leave benefits per full year of employment.

Vacation leave is intended to be used during the year in which it is earned. However, it is not always possible for essential employees to take time away from work. Therefore, accumulation of unused vacation time will be allowed up to a total of 30 days. If an employee is unable to use all or part of their annual vacation leave, or if a new fiscal year's leave accrual causes the employee's total leave to exceed 30 days, the employee may apply to have up to 30 days of vacation time paid at the employee's daily rate of pay in the first two months of the new fiscal year (July and/or August). Notwithstanding vacation leave paid in July and/or August, upon retirement or regular termination of employment, up to 30 days of unused vacation leave may be paid at the employee's daily rate of pay.

Vacation leave accrued before September 20, 2021 will be paid to reduce the employee's total available vacation leave to a maximum of 30 days.

Leave credits may not be advanced nor may leave be taken retroactively.

Prior approval by the administration must be given before vacation leave is taken. The COSSA Personnel Handbook's leave procedures will be followed.

If a legal holiday should fall within an employee's vacation period, the employee will be entitled to an additional day of vacation for that holiday. No additional time will be given if the employee is absent due to illness or if on unpaid leave.

Nothing in this policy guarantees approval of the granting of specific days as annual vacation leave in any instance. Each request will be judged by the District in accordance with staffing needs.

Employees of less than six months employment will not accrue vacation benefits.

LEGAL REFERENCE:

   None

POLICY HISTORY:

   Adopted: 7-20-20
   Reauthorized: April 19, 2021
   Revised: 10-18-21