

**MANAGEMENT/CONFIDENTIAL PERSONNEL****Vacation Policy**

In accordance with authority granted by the Education Code, management and confidential employees may carry forward to the following fiscal year an accrual of one year's vacation time. Employees will receive compensation for vacation credit in excess of one year's accrual at the beginning of the new fiscal year. To carry forward more than one year's accrual of vacation time, the employee must have the written permission of the County Superintendent or designee.

**Compensation for Vacation Credit**

Upon County Superintendent approval any management or confidential employee may be compensated for accrued vacation credits as of June 30. The employee must maintain two weeks or 80 hours of accrued vacation as of June 30 in order to be considered for additional vacation compensation, unless specific written permission is granted by the County Superintendent or designee.

**Paid Holidays**

In addition to the holidays listed in Education Code Section 45203, the day after Thanksgiving, two days of the employee's choice during the Christmas recess, Spring Vacation Day, and a special day of choice to replace Admission Day shall be set as local holidays.

<u>Holidays</u>	<u>Number of Days Allowed</u>
Independence Day	1
Labor Day	1
Veteran's Day	1
Thanksgiving Day	2
Christmas Day	1
New Year's Day	1
Martin Luther King Jr. Day	1
Lincoln's Day	1
Washington's Day	1
Spring Vacation	1
Memorial Day	1
Floating Holiday in lieu of Admission Day	1
Two Days of Choice during Winter Break	2

Legal Reference:

**EDUCATION CODE**

1042 Powers of board

1294 Rights of certificated employees

1295 Leaves of absence; noncertificated employees

45190 Leaves of absence and vacations

45203 Paid holidays

45206.5 Admission day