PROPOSAL FROM THE
PASADENA CITY COLLEGE CALIFORNIA FEDERATION OF TEACHERS, LOCAL 6525
TO THE PASADENA AREA COMMUNITY COLLEGE DISTRICT
September 3, 2026

The collective bargaining proposal presented herein by the Pasadena City College California Federation of Teachers, Local 6525 to the Pasadena Area Community College District is expressly made pursuant to the Educational Employment Relations Act and the Collective Bargaining Contract between the two parties.

The following articles shall be deemed to remain unchanged in the Collective Bargaining Agreement except as set forth below:

ARTICLE 13
VACATION

Article 13 **VACATION**

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

Years of Service		Vacation Accrual	Maximum Days for Assignment		
Start of	End Of		10 months	11 months	12 months
1st year	3rd year	1 day/month	10	11	12
4th year	6th year	1 ¼ days/month	12 ½	13 ¾	15
7th year	10th year	1 ½ days/month	15	16 ½	18
11th year +		1 ¾ days/month	17 ½	19 ¼	21

13.2 If an assignment is less than 100 percent, vacation is earned at the same rate, prorated to the percentage of the assignment.

13.3 Earning Limit. Employees earn vacation according to the Annual Vacation Earnings Rate described in 13.1 above. An individual employee may never earn more than two and a half (2.5) times their Annual Vacation Earnings Rate.

13.4 Vacation Scheduling. Vacation schedules are determined according to the needs of the

District. The preferences of employees will be considered but the immediate supervisor's determination as to vacation schedules shall be final.

The immediate supervisor shall approve or deny the request for vacation time within ten (10) full business days of receipt of the request. If the immediate supervisor has not provided a response, in writing, to an employee's vacation request within ten (10) full business days, their request shall be elevated to the next level administrator. The next level administrator shall respond, in writing, either approving or denying the request. The response shall be provided as soon as possible, but no later than fifteen (15) full business days after the employee's evaluation of the initial request. If no response is provided, then the vacation request shall be automatically approved. The first business day shall be the next business day after the request is made.

The District reserves the right to require, upon such advance notice as is consistent with the needs of the District, the use of vacation at any time. If the District requires the use of vacation within the first six (6) months of employment, vacation will be advanced to the employee to the extent it will be accrued by the end of that fiscal year.

If ten (10) or eleven (11) month employees take their "off" months at a period other than during the summer intercession, the time off should be taken in periods of a minimum of ten (10) days at a time or a full month. If as a result of this schedule, the employee works more than eleven (11) days in each and every month of a year, that employee will not earn more than the number of vacation days that can be earned by others with the same annual assignment of months.

A holiday for which the employee is eligible and which falls within a prescribed vacation period will be deemed a holiday and will not be charged as vacation.

Requests for vacation time off shall be made in writing to the immediate supervisor as far in advance of the requested date as possible, but generally no more than five (5) months before the requested date. If conflicting requests of employees in a department must be

reconciled, preference on the first occurrence of such a conflict shall be given to the timely request of employees having the most continuous service with the District. Timely, as used in this Article means requests received within a five (5)-day period.

13.5 Vacation Pay.

A. Upon separation from employment, an employee is entitled to lump sum compensation for all unused, accrued vacation. Fiscal Services will deduct from the last check the full amount of salary paid for any unearned days of vacation advanced to the employee.

If an employee moves from a classified position to a tenure-track academic position that does not accrue vacation, the employee will be paid for unused, accrued vacation at the time of termination from the classified payroll.

An employee in an acting assignment who is not on the regular classified staff will be paid for any unused, accrued vacation at the end of their acting assignment.

13.6 Change of Leave Status. A regular classified employee who becomes ill or is bereaved for a period in excess of one (1) day during their vacation period may be placed on the appropriate leave if proper procedures are followed. The employee must immediately notify the supervisor as to the nature of the requested change. An illness must be verified by the doctor on a form provided by the District when the employee returns to work. The employee may be required to provide proof of bereavement. Upon proper verification, the District may reinstate the vacation days and charge the time to sick leave or bereavement.