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PROPOSAL FROM THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, AND ITS PASADENA CHAPTER 777
TO THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT

February 1, 2024

ARTICLE 18
VACATION

18.1 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:

- a. One (1) through three (3) years of continuous service: one day per month.
Annual Vacation Rate: 12 days
- b. Four (4) through six (6) years of continuous service: one and one-quarter days per month.
Annual Vacation Rate: 15 days
- c. Seven (7) through ten (10) years of continuous service: one and one-half days per month.
Annual Vacation Rate: 18 days
- d. Eleven (11) or more years of continuous service: one and three-quarter days per month.
Annual Vacation Rate: 21 days

18.2 Earning Limit:

Employees earn vacation according to the Annual Vacation Earnings Rate described in Article

An individual employee may never accrue more than ~~two~~ three (3) times his or her Annual Vacation Earnings Rate.

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

18.3 Vacation Request

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. If conflicting vacation requests of employees in a department must be reconciled, preference shall

52 be given to the timely requests of employees having the most continuous service with
53 the District.

54
55 Vacation requests for the Winter Break period shall be given preference to those
56 requests from employees who did not have such vacation in the preceding year(s).

57
58 Employees may use accrued vacation time in minimum increments of one (1) hour.

59
60 Any vacation ~~must~~shall be requested at least three (3) working days in advance of the
61 proposed commencing of vacation. **The three (3) working day notice can be waived**
62 **at the discretion of the District.**

63
64 No deduction shall be made from the accrued vacation balance of any employee for
65 holidays occurring during the approved vacation of the employee.

66
67 **18.4 Long term Vacation Request Response**

68
69 For vacation request(s) made more than one (1) month in advance, the
70 supervisor/designee shall provide a response within ten (10) work days, barring any
71 special circumstance.

72
73 **18.5 Vacation Cancellation**

- 74
75 • **Unit members may cancel their approved vacation leave and return to work**
76 **after providing written notice to their supervisor at least one (1) ~~three (3)~~**
77 **working day days-before resuming their regular working schedule. The one**
78 **(1) ~~three (3)~~-working day notice can be waived at the discretion of the**
79 **District.**

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

84
85 Signed and entered into this _____ day of _____, 2021.

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87 FOR THE DISTRICT

86
87 FOR THE ASSOCIATION

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