

52 18.3 Vacation Request

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54 Insofar as practicable and consistent with the needs of the District, vacation shall be
55 granted at times most desired by employees.

56
57 Vacation requests shall be granted on a first-come, first-serve basis. If conflicting
58 vacation requests of employees in a department must be reconciled, preference shall
59 be given to the timely requests of employees having the most continuous service with
60 the District.

61
62 Vacation requests for the Winter Break period shall be given preference to those
63 requests from employees who did not have such vacation in the preceding year(s).

64
65 Employees may use accrued vacation time in minimum increments of one (1) hour.

66
67 Any vacation **mustshall** be requested at least three (3) working days in advance of the
68 proposed commencing of vacation. **The three (3) working day notice can be waived**
69 **at the discretion of the District.**

70
71 No deduction shall be made from the accrued vacation balance of any employee for
72 holidays occurring during the approved vacation of the employee.

73
74 18.4 Long term Vacation Request Response

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

79
80 **18.5 Vacation Cancellation**

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82 **Unit members may cancel their approved vacation leave and return to work after providing written**
83 **notice to their supervisor at least one (1) ~~three (3)~~ working day days before resuming their regular**
84 **working schedule. The one (1) ~~three (3)~~ working day notice can be waived at the discretion of the**
85 **District.**

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

90
91 Signed and entered into this 21st day of March 2024.

92
93 FOR THE COLLEGE DISTRICT


94 
95 Robert Blizinski (Mar 21, 2024 18:00 PDT)

96 Robert S. Blizinski,
97 Vice-President, Human Resources

98 
99 Brian Cummins

100
101 Brian Cummins,
102 Director, Human Resources

FOR CSEA


Gregory Zemanek (Mar 22, 2024 21:47 PDT)

Gregory Zemanek,
CSEA, Chapter 777 President

Joseph Zacklin
Joseph Zacklin (Apr 2, 2024 13:42 PDT)

Joseph Zacklin,
CSEA Labor Relations Representative