
Fresno USD DIVISION OF HUMAN RESOURCES
HR 4111
VACATION USAGE – CLASSIFIED & MANAGEMENT EMPLOYEES

Collective bargaining unit contracts and administrative regulations limit the number of hours of vacation carry over for employees. Management employees may not carry over more than the equivalent in hours of 20 days of vacation, and should not have more than the equivalent in hours of 40 days accrued.

Collective bargaining unit employees as well as supervisory and confidential employees may carry over the equivalent in hours of 10 days of vacation.

An employee can verify vacation balances by accessing the Employee Self Service portal in the District system.

"School Days Only" employees are always paid for their vacation time; therefore, these regulations do not apply to them. Vacation time is paid in January and June.

The premise underlying these limitations is that vacation is an employee benefit and is intended to be used annually for the welfare of the individual. **It is the responsibility of managers and supervisors to encourage use of vacation and to model that behavior by their own vacation time.**

Vacation and sick leave accruals are **advanced** at the beginning of each school year **for all employees**. The District requests that management and supervisors work with their employees to develop a plan for scheduling vacation so that allowed carry over days or hours are in line with regulations.

The Vacation Planning form may be used to develop a plan for each employee to use excess vacation time. **The use of this form is not required.** It is provided as a sample planning form to assure that carryover hours do not exceed regulations and bargaining unit agreements.

Managers are expected to manage vacation so that it does not become necessary to tell employees that they must use vacation, or the District may incur the liability of payment for excess vacation hours or days.

References:

*BP4261, BP4362, AR 4362
BTU (Appendix A, I(9))
CSEA 125 (Article 28)
IAMAW (Appendix A, I(9))
SEIU (Article 37)*

Policy Fresno Unified School District
DIVISION OF HUMAN RESOURCES
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