

## BOARD AGENDA ITEM

November 10, 2015

### SUBJECT:

Amendments to Policy GCD *Professional Staff Vacations and Holidays* – First Reading

### BACKGROUND:

The current Policy GCD allows twelve month professional staff to earn vacation days at one of two rates, based upon years of service in the District, and to accrue vacation leave without limits. Upon separation of employment, those employees receive pay, at daily rates, for any unused vacation days.

### ADMINISTRATIVE CONSIDERATION:

The current policy is very generous to employees in comparison to other districts' leave policies and places a significant financial burden on the District. The Administration believes that proposed changes are fair and reasonable for employees while favorable to the District.

There are currently seventy-five professional employees and support staff with forty-five or more days of accrued vacation. Of those, seventeen have accrued more than one hundred days; one has accrued in excess of two hundred days. Proposed changes in the policy would:

1. Allow all twelve month employees to earn ten days of vacation, regardless of service time in the District.
2. Establish a cap of forty-five vacation days for all employees. Any employee with accrued vacation in excess of forty-five days as of the proposed measurement day (June 30, 2016) would be grandfathered. A grandfathered employee's cap would be based on the accrued vacation days as of the measurement day. Employees will be paid for unused days, up to the cap amount, at daily rates upon separation of employment.
3. In exchange for changes in vacation leave, holiday leave would be adjusted to include District closure during the full week of Spring Break, the day before Thanksgiving, and Christmas Break.

**RECOMMENDATION:**

Approve on first reading the recommended amendments to Policy GCD in order to establish a consistent number of vacation days earned for all twelve month employees, establish a cap for accruing unused vacation days, and adjust the holiday leave as outlined.

**ATTACHMENT:**

Policy GCD with the recommended changes

**PREPARED BY:**

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*Policy*

## **PROFESSIONAL STAFF VACATIONS AND HOLIDAYS**

*Code GCD Issued 9/13*

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Purpose: To establish the basic structure for professional staff vacations and holidays and certain limitations on personal leave.

### **School-year personnel and year-round personnel**

The school calendar, as adopted by the Board, establishes the school recess periods and holidays for instructional staff members employed on a school-year basis.

While school is in session, vacation or personal leave may not be used to extend designated holidays except for exceptional circumstances and only with approval of the principal and the appropriate academic officer (or other appropriate supervisory personnel for staff not located in a school).

### **Administrators and year-round personnel**

Regular full-time administrators employed on a full-year basis (12 months) and year-round instructional personnel will ~~receive~~ earn vacations days and holidays as follows. Vacation time accrues on a monthly basis.

### **Vacations**

- ~~All 12-month employees with less than 12 years of service earn 10 vacation days per year.~~
- ~~Twelve-month employees having 12 or more years of service earn 15 days of vacation annually.~~
- ~~The District will give new employees credit for previous employment in computing time for experience levels. Such employees may count one year for every two years of educational work outside the District.~~
- Effective July 1, 2016, all twelve month employees will earn 10 vacation days per year.
- An ~~E~~mployees beginning work after July 1 will be ~~allocated~~ eligible to earn a prorated share of vacation days rather than having a different anniversary date for the employee's first year of employment.
- Effective July 1, 2016, employees may ~~accumulate~~ accrue and carry forward up to 45 vacation days indefinitely. Effective July 1, 2016, and in any school year thereafter, any remaining vacation days in excess of 45 will not be paid out or carried over. Grandfathered vacation accruals in excess of 45 days as of June 30, 2016, may be carried forward as described below.

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- Effective July 1, 2016, upon separation from employment for any reason, including retirement, resignation or dismissal for cause, 12-month employees may receive pay for their total days of accumulated accrued vacation (which does not include vacation days received in the current year), up to 45 days, at the employee's daily pay rate as of the date of separation. Employees will not be paid for days in excess of 45 days of accrued vacation upon separation from employment for any reason, including retirement, resignation, or dismissal for cause except in cases where accrued vacation has been grandfathered as described below.

### Grandfathered Vacation Accruals

Any employee with accrued vacation days in excess of 45 days as of June 30, 2016, will have such leave grandfathered. The employee's vacation leave balance will be capped at that amount if it exceeds 45 days and no further vacation leave may be accrued and carried forward. Employees will not receive payment for any vacation leave not taken in the year received if it cannot be accrued and carried forward.

If an employee with grandfathered leave uses accrued vacation days that would take his or her vacation leave balance below his or her June 30, 2016, cap, additional vacation days may not be accrued and carried forward to return the balance to the June 30, 2016, cap. Once a grandfathered leave balance drops below 45 days, an employee may continue to accrue and carry forward vacation leave, but only up to a total of 45 days.

**Example 1: Employee has balance of 70 vacation days as of June 30, 2016. During the 2016-17 school year, the employee receives 10 vacation days and uses 20 days of vacation leave. As of July 1, 2017, Employee's vacation leave balance is 60 days and may not exceed that total in any later years.**

**Example 2: Employee has balance of 48 vacation days as of June 30, 2016. During the 2016-17 school year, the employees receives 10 vacation days and uses 15 days of vacation leave. As of July 1, 2017, Employee's vacation leave balance is 43 days. In the following year, Employee can accrue and carry forward 2 additional days, up to a maximum of 45 days.**

### **Holidays**

- New Year's Day (January 1)
- Martin Luther King Day
- President's Day
- Good Friday (except in years when occurring during Spring Holidays)
- Spring Holidays (two five days)
- Memorial Day
- Independence Day (July 4)
- Labor Day
- General Election Day (even-numbered years) (1st Tuesday in November)
- Thanksgiving Holidays Day (4th Thursday in November) and day before and day after

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- Christmas ~~(two days) (December 24th and 25th) (unless expanded by the board during budget and calendar planning)~~ (to coincide with students' Winter Break)

Administrative personnel and district office level personnel who are 12-month employees will observe the holidays as listed in this policy.

#### **Vacation leave for retired employees rehired by the District on an at-will basis**

Retired employees rehired to work with the District on an at-will basis in a position that is eligible for vacation leave will begin their employment with no vacation leave. A retired employee in such a position will earn vacation leave consistent with the leave for the position. However, the retired employee will not ~~accumulate~~ accrue and carry any vacation leave beyond a school year.

A retiree may request for advancement of up to five days of vacation leave not to exceed the maximum number of days allowed for the year. This request must be submitted to and approved by the Associate Superintendent for Administration prior to the requested leave.

Adopted 5/13/75; Revised 8/10/76, 2/8/83, 9/9/86, 4/12/88, 7/10/90, 8/13/91, 11/26/91, 9/28/93, 3/28/00, 11/27/01, 5/23/06, 2/27/07, 2/7/12, 9/24/13