

TO: BOARD OF EDUCATION

MEETING DATE: August 10, 2017

FROM: Sandra C. Huevo

AGENDA ITEM: D-203

Staff Support:

**SUBJECT: PROPOSED REVISIONS TO BOARD POLICY SECTION
4.408 VACATION - MANAGEMENT PERSONNEL**

- Action
- Consent Calendar
- First Reading
- Information
- Presentation
- Public Hearing
- Roll Call Vote
Required

RECOMMENDATION:

Approval of revisions to Board Policy Section 4.408 Vacation - Mangement Personnel.

DISCUSSION/PROGRAM:

The Board of Education is being presented with the proposed revisions to Board Policy Section 4.308 "Vacation – Management Personnel."

LEGAL REFERENCE: N/A

FISCAL IMPACT: N/A

MOVED BY: _____ **SECONDED BY:** _____

VOTE: BEATTY ____ O'CONNOR-RATCLIFF ____ PATEL ____ SELLERS ____ ZANE ____ **STUDENT PREFERENTIAL VOTE:** MISHRA ____

**POWAY UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Originator: Assoc. Superintendent, PSS

Issue No: # 5

Date: 7/1/06-08/10/17

Page: 1 of 2

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES Reference:

4.4 MANAGEMENT PERSONNEL

SECTION 4.408 VACATION – MANAGEMENT PERSONNEL

The Board of Education recognizes the benefit of providing appropriate vacation times for management employees. ~~It is expected that the employee's annual vacation allowance be taken before the end of the fiscal year following the fiscal year in which the vacation time was earned. If job demands or emergency conditions exist, as determined by the immediate supervisor and approved by the Superintendent, that preclude release for vacation the employee shall be paid for the days that exceed his/her annual accrued vacation carryover. Management employees may only carry forward a maximum of a year's vacation allotment.~~

~~Certificated Management shall earn vacation according to their current work year assignment:-~~

Certificated Management shall be entitled to vacation according to their current work year assignment and to be taken on an annual work calendar determined by the District and implemented for the 2017-18 school year:

10 month	19 days vacation/year
10.5 month	21 days vacation/year
11 month	23 days vacation/year
11.5 month	24 days vacation/year
12 month	26 days vacation/year

Classified Management shall earn vacation as follows:

12 month	26 days vacation/year
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~~A classified management employee's annual vacation allowance must be taken in the fiscal year earned unless not permitted by the employer. At no time will a classified management employee accrue more than twice his/her annual vacation entitlement (that is, no more than the current year allocation plus one year of carryover).~~

~~Prior to July 1, 2017 certificated and classified management employees had been allowed to accumulate vacation days in excess of the number of days authorized above. These employees shall use all additional accrued (excess) vacation days by June 30, 2020, on a schedule mutually agreed upon with the employee's supervisor.~~

~~All certificated and classified management employees shall receive notice of this policy.~~

TO: BOARD OF EDUCATION

MEETING DATE: August 10, 2017

FROM: Sandra C. Huevo

AGENDA ITEM: D-204

Staff Support:

**SUBJECT: PROPOSED REVISIONS TO BOARD POLICY SECTION
4.309 VACATION - CLASSIFIED PERSONNEL**

- Action
- Consent Calendar
- First Reading
- Information
- Presentation
- Public Hearing
- Roll Call Vote
Required

RECOMMENDATION:

Approval of revisions to Board Policy Section 4.309 Vacation - Classified Personnel.

DISCUSSION/PROGRAM:

The Board of Education is being presented with the proposed revisions to Board Policy Section 4.309 "Vacation – Classified Personnel."

LEGAL REFERENCE: N/A

FISCAL IMPACT: N/A

MOVED BY: _____ **SECONDED BY:** _____

VOTE: BEATTY ____ O'CONNOR-RATCLIFF ____ PATEL ____ SELLERS ____ ZANE ____ **STUDENT PREFERENTIAL VOTE:** MISHRA ____

**POWAY UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Originator: Assoc. Superintendent,
PSS
Issue No:
Date: 5 6
Page: 2/15/07-08/10/2017
Reference: 1 of 1
EC 45197, PC 65.100

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES
4.3 CLASSIFIED PERSONNEL

SECTION 4.309 VACATION

~~Regular non-supervisory classified employees shall earn paid vacation at the rates shown below.~~

The Board of Education recognizes the benefit of providing appropriate vacation times for supervisory, confidential, and non-supervisory classified employees.

Regular non-supervisory classified employees shall earn paid vacation at the rates shown below, unless reflected otherwise in an applicable collective bargaining agreement.

Length of Service	Amount of Vacation Time
One (1) to three (3) years	Ten (10) working days per year .03846 hours per hour
Four (4) to ten (10) years	Fifteen (15) working days per year .05769 hours per hour
Eleven (11) to fifteen (15) years	Twenty (20) working days per year .07731 hours per hour
Sixteen (16) years and over	Twenty-two (22) working days per year .08462 hours per hour

Accrual of vacation for regular non-supervisory classified employees shall be governed by applicable collective bargaining agreements.

Supervisory and confidential classified employees shall earn paid vacation at the rates shown below.

Length of Service	Amount of Vacation Time
One (1) to three (3) years	Sixteen (16) working days per year .06155 hours per hour
Four (4) to ten (10) years	Twenty-one (21) working days per year .0808 hours per hour
Eleven (11) years and over	Twenty-six (26) working days per year .09999 hours per hour

~~Maximum accrual shall be twice the employee's annual entitlement.~~

A supervisory and/or confidential classified employee's annual vacation allowance must be taken in the fiscal year earned unless not permitted by the employer. At no time will a supervisory or confidential classified employee accrue more than twice his/her annual vacation entitlement (that is, no more than the current year allocation plus one year of carryover).

Prior to July 1, 2017 supervisory and confidential classified employees had been allowed to accumulate vacation days in excess of the number of days authorized above. These employees shall use all additional accrued (excess) vacation days by June 30, 2020, on a schedule mutually agreed upon with the employee's supervisor.

All supervisory or confidential classified employees shall receive notice of this policy.