

**CLOVIS UNIFIED  
SCHOOL DISTRICT**

**PERSONNEL**

Classified, Administrative and Supervisory

**VACATION ALLOWANCE – CLASSIFIED AND CLASSIFIED MANAGEMENT  
EMPLOYEES**

**PURPOSE:** To delineate vacation allowance for classified and classified management employees.

**A. Classified and Classified Management Employees**

Vacation Allowance  
**MONTHLY EMPLOYEE**

Duration of Employment	12 Month Employee	11½ Month Employee	11 Month Employee	10½ Month Employee	10 Month Employee
1 through 5 years	10 days	9 days	9 days	8 days	8 days
6 through 10 years	15 days	14 days	14 days	13 days	13 days
11 <sup>th</sup> year and after	20 days	18 days	18 days	17 ½ days	17½ days

Vacation Allowance  
**DUTY DAY EMPLOYEE**

Duration of Employment		210-223 Duty Day Employee	200-209 Duty Day Employee	180-199 Duty Day Employee
1 through 5 years		9 days	8 days	8 days
6 through 10 years		14 days	13 days	12 days
11 <sup>th</sup> year and after		18 days	17½ days	17 days

For vacation computation, a month shall be construed as more than one-half of the normal working days of the regular classified employee’s work month. Only classified employees who are members of the classified service as defined in the Education Code shall be entitled to vacation pay allowance.

Persons working less than eight hours per day shall be entitled to vacation allowance in the proportion that the number of hours per day the person is employed bears to eight.

Service greater than 50% of the designated work year is established for determination of a year’s service toward longevity vacation benefit.

Employees must work a minimum of six months for the District to begin earning vacation days. Vacation allowance for persons with less than one year’s service shall be at the rate of 5/6 day per month of service. Any classified employees terminating service with six months or less service shall receive no earned vacation pay.

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No credit shall be allowed for prior service accumulated in any other school district.

Vacation requests shall be presented to the supervisor, department head or principal 60 days prior to the scheduled date. However, individuals may take “mini” vacations (e.g., 1 or 2 days) without prior notice upon approval by the employee's supervisor, department head, or principal.

Employees must take vacation days after they are earned. A maximum of five days from the previous year may be carried over into the next fiscal year. Supervisors, department heads, or principals shall be responsible for coordinating vacation schedules of employees entitled to vacation so that vacation is taken to assure that the five day vacation carry over is not exceeded. If, because of scheduling or other difficulties, an employee accumulates more than five vacation days (“excess vacation days”) or the employee cannot use the five vacation days, the Superintendent or designee may allow the employee to accumulate all or a portion of said days for use in a subsequent year or the Board may compensate the employee at any time thereafter for all or a portion of the excess vacation days at a rate equal to the salary of the employee at the time the additional day or days were accumulated. Upon separation from service, the District shall compensate the employee for any unused vacation days.

Permanent employees may interrupt or terminate vacation leave to begin another type of paid leave without returning to active service. The employee shall notify the supervisor, department head, or principal by the most expeditious means if it becomes necessary for an employee to change leave status. Supporting information regarding the basis for such interruption or termination shall be required.

**B. Classified Management Duty Day 12 Month Employees**

Classified Management Duty Day employees working 12 months receive 20 pre-allocated vacation days the same year as they are earned. Days earned may be carried over into the following fiscal year and used by June 30 of that fiscal year.

Adopted: 07/23/1975

Reviewed: 09/26/2007, 08/13/2009

Amended: 06/30/1976, 06/22/1977, 01/04/1978, 08/13/1980, 05/13/1992, 04/14/1993, 08/06/1997,  
07/24/2002, 05/10/2006, 10/21/2020 (BP 6505 renumbered as BP 4261.10, 4361.10),  
07/12/2023

**EDUCATION CODE**

45137 Calculation of vacation for part-time classified employees

45190 Leaves of absence and vacations

45197 Annual vacations

45200 Interruption or termination of vacation leave