

**North Orange County Regional Occupational Program
VACATION
ROP AR 4262**

AR 4262 (a)

Administrative Regulation

Classified Personnel

1. Classified "permanent" and "probationary" personnel shall earn vacation at the prescribed rate indicated in the policy.
 - a. Vacation leave for part-time or less than 12-month classified personnel shall be prorated based on actual hours worked to full-time.
 - b. Substitute, short-term, or limited-term classified personnel are not eligible for paid vacation leave.
2. Vacation leave shall be arranged with prior approval of the immediate supervisor to ensure efficient operation of the ROP. Earned vacation shall not become a vested right until completion of the initial six months of employment.

Classified personnel who are employed in positions tied to the instructional school calendar are encouraged to take earned vacation during non-duty holiday periods.

3. Full-time classified personnel shall take vacation during the school year earned or during the subsequent fiscal year. When the ROP prevents a classified employee from taking all earned vacation within the school year, the remaining days shall be carried over to the following year. Under no conditions will this accumulation of vacation exceed the amount the employee was prevented by the ROP from taking in the immediately preceding year (up to one year's vacation allotment), plus the employee's annual vacation allowance for the current year. At no time may an employee accrue more than the vacation the ROP prevented him/her from taking the immediately preceding year, in addition to the number of days accrued during the current year. The total amount of accrued vacation may not exceed the total amount of vacation days allotted to the employee during the immediately preceding year and the current year.
4. Part-time classified personnel shall take vacation during the school year earned. Part-time classified personnel who are prevented by the ROP from taking all earned vacation within the school year shall receive a lump-sum vacation payoff at the end of each school year for unused vacation.

A request to carry over accrued vacation leave, in lieu of a vacation payoff, must be initiated by the part-time classified employee in writing and must be approved by the immediate supervisor and the Superintendent.

Revised: October 12, 2016
Adopted: September 20, 2001

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AR 4262 (b)

5. Earned vacation shall not become a vested right until completion of the initial six months of employment. Probationary classified employees must have the approval of the immediate supervisor in order to use accrued vacation prior to the completion of the probationary period.
6. With prior approval of the immediate supervisor and the Superintendent, classified personnel may be advanced vacation time during the school year even though not earned at the time the vacation is taken. If the employee separates from service and has used vacation which was not yet earned, the full amount of salary which was paid for unearned days of vacation shall be deducted from the final pay check.
7. Upon separation from service, the classified employee shall be entitled to lump sum compensation, at the rate of pay applicable to the last regular assignment, for all earned and unused vacation, except that employees who have not completed six months of employment in regular status shall not be entitled to such compensation.