



RIALTO UNIFIED SCHOOL DISTRICT

Administrative and Supervisory Personnel

BP 4362(a)

VACATION/HOLIDAYS

Classified management, supervisory, and confidential personnel are contracted to work for a specified number of workdays annually. The annual number of workdays are specified on the management, supervisory, and confidential salary schedule.

The yearly salary amount includes days worked and any applicable holiday and/or vacation days. Daily rates are computed by dividing the yearly salary by the specified number of workdays and any applicable holidays and/or vacation days.

Holiday Entitlement

1. Classified management, supervisory, and confidential employees are entitled up to 13 paid holidays that fall within their work calendar.
2. Management, supervisory, and confidential employees who are on a paid status any portion of the working day immediately preceding or succeeding a holiday shall receive the following paid holidays: Independence Day; Labor Day; Veterans Day; Thanksgiving Day and the Friday following; Christmas Day and the day preceding it; New Year's Day; Martin Luther King, Jr. Day; Lincoln's Day; Washington's Day; Memorial Day, and Admissions Day.
 - a. When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on a Sunday, the following Monday shall be observed as the holiday.
 - b. When a holiday falls during a scheduled vacation, the day shall not be counted as a vacation day.
3. When classified supervisory or confidential employees are required to work on any holiday, they shall be paid compensation for such work at a rate of one and one-half times their normal rate of pay in addition to the holiday pay.
4. Classified management employees, if required to work on any holiday, shall be compensated or be provided compensatory time off. Monetary compensation or compensatory time off for management personnel shall be at one and one-half times their normal rate of pay in addition to the holiday pay.

VACATION/HOLIDAYS (continued)

Vacation Entitlement

1. Classified management, supervisory, and confidential employees are entitled to paid vacation. Vacation is accumulated at a rate of 13.33 hours per month for each month the employee is scheduled to work 11 or more days.
 - a. Vacation may not be used before it is earned.
 - b. Accrued vacation should be used during the year it is earned. To allow maximum flexibility to this policy, a three-month grace period (July, August, September) will be granted to allow vacations. After September, only 10 days of earned, unused vacation may be carried over for the remainder of the year, with prior written permission of the Service Unit Leader or designee and must be used during that year.
2. Employees will be entitled to carryover a maximum of 10 days of vacation from one fiscal year to the next. Any number of days beyond the maximum will be reduced to the appropriate level through mandatory vacation and/or appropriate compensation.
3. Employees with accrued vacation days who separate from the District shall be paid for the total number of accrued vacation days earned.
4. Employees who anticipate separation from the District shall submit to the Service Unit Leader or designee, for approval, a plan for the utilization of accrued and unused vacation days as far in advance as possible.
5. Vacations under normal circumstances shall be scheduled at a time mutually agreed to by the employee and the immediate supervisor.
6. Less than 12-month employees must take vacations when school is not in session.

Certificated Management Holidays and Vacation Entitlement

Certificated management personnel are contracted to work for a specified number of workdays annually. The annual number of workdays are specified on the Management, Supervisory, and Confidential salary schedule. Daily rates are established by dividing the yearly salary by the specified number of workdays.

Certificated management employees are not entitled to holiday pay or vacation leave.

VACATION/HOLIDAYS (continued)

Any regularly scheduled holiday is a nonduty day. All days in excess of the annual specified workdays are nonduty days.

Work Calendar

All management, supervisory, and confidential employees shall submit a work year calendar to their supervisor for approval by June 1st for the following year.

Policy
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RIALTO UNIFIED SCHOOL DISTRICT
Rialto, California