

KERN COUNTY SUPERINTENDENT OF SCHOOLS OFFICE**PERSONNEL****VACATION/OFF DUTY DAYS POLICY**
ALL NON-BARGAINING UNIT EXEMPT EMPLOYEES AND ALL CLASSIFIED
OVERTIME EXEMPT EMPLOYEES**ANNUAL WORK CALENDARS**

Non-bargaining unit exempt employees (referred to in this policy as "exempt employees") are required to submit an annual work calendar for the fiscal year to their immediate supervisor for approval. Each Senior Cabinet member (Superintendent, Associate Superintendent and Assistant Superintendent) has the option of submitting these work calendars to the Human Resources department for input into the system or may maintain the calendars at each division. It is the responsibility of each exempt employee to execute a work calendar that projects all scheduled vacation and/or off-duty days to be taken during the fiscal year.

WORK HOURS

This policy applies to all exempt employees. Exempt employees are expected to work at least eight hours a day, 40 hours per week in order to accomplish the responsibilities of their positions. Exempt employees are not eligible for compensatory time or overtime pay for hours worked beyond 40 in a workweek. Such employees are expected to work the hours necessary to complete quality assignments in a timely manner, which may include evenings, weekends, and holidays if needed.

If an exempt employee works hours on a non-scheduled workday, i.e. Saturday, Sunday, or holiday, the employee shall be allowed to adjust his or her schedule by taking equivalent time off during the same pay period (this is not considered a surplus workday). The employee is required to schedule this work calendar change in advance unless other arrangements have been made. This scheduled time may not replace a scheduled vacation or off-duty day.

Exempt employees who request to be absent from work on a regular workday for two or more hours shall report such absence on an Absence Tracking form using appropriate available time. Adjusted work schedules should be arranged with the immediate supervisor in advance.

VACATION ACCRUAL

Classified exempt employees earn vacation on a monthly basis. Vacation is earned at a rate of 1.5 or 2 (depending on classification) days per month and is credited to the employee's vacation bank on the 15th of each month in which the employee is employed for at least 50% of that month. Classified exempt employees who have no available vacation are allowed to use vacation prior to earning it, up to a maximum of 10 days. In the event an employee separates from employment with the office prior to earning all vacation time used, the amount of the borrowed vacation time will be deducted from their final pay warrant.

In the event that an exempt classified employee exceeds the maximum vacation carryover limitation specified in Section 4 below, the employee's accrual of further vacation shall be reduced to the minimum accrual of vacation required under the provisions of Education Code Section 45197 until such time as the employee has reduced the amount of accrued vacation below the cap provided in Section 4 below.

MAXIMUM CARRYOVERS

Non-bargaining unit exempt employees may carry over unused off duty days or vacation days based upon the following scheduled caps:

<u>Date</u>	<u>Carryover Limitation</u>
July 1, 2007	40 days
July 1, 2008	30 days
July 1, 2009	20 days
July 1, 2010	10 days

Legal Reference:

EDUCATION CODE

45197 Annual vacations

