

PERSONNEL COMMISSION

SANTA MONICA COLLEGE

MERIT RULES

CHAPTER XI

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Approved by the Personnel Commission on August 26, 1992.

CHAPTER XI

VACATION, LEAVES OF ABSENCE AND LIDAYS

Rule 11.1

VACATION LEAVE (EDUCATION CODE SECTION 88197)

Vacation provisions for unit members are contained in Article 9 of the District/CSEA Contract.

11.1.1

RATIO FOR EARNING VACATION LEAVE FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES

- A. All regular classified management or confidential employees shall earn vacation at the following rate:
 - 1. 12 month employees - 24 days/192 hours per year.
 - 2. 11 month employees - 22 days/176 hours per year.
 - 3. 10 month employees - 20 days/160 hours per year.
- B. Management and confidential employees shall be credited at the beginning of the fiscal year with the full amount of vacation to which they are entitled for the entire year.
- C. Vacation leave at the rate of 2 days/16 hours per month shall be deducted for any month in which the employee is not in paid status for more than one-half the working days.