

Mill Valley School District
Vacation Request Form

(For 12 month Classified Bargaining Unit Members and Confidential Employees, only)

Name	
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Position	
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Location	
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Date(s) of Vacation Requested (list each date)	

EXACT number of Vacation Days Requested	
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Signature of Employee	Date
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Signature of Supervisor	Date
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Plan for using remaining time	

Vacations are prorated for part-time 12-month employees.

Vacation Carry Over (From Agreement between MVSD & CSEA, Chap. 360 July 2007, Article 6)

- 6.4.1 An employee may carry over no more than one year's accrual of unused vacation into the following year.
- 6.4.2 Before an employee may carry over additional unused days beyond the allotment, s/he must obtain the written approval of the employee's supervisor and the Superintendent or designee.

(See reverse for complete schedule)

VACATIONS

(from CSEA – Ch. 360 Agreement; July 2007 – Article 6)

Vacations with pay are earned by all permanent employees and may be used as accumulated. Vacation time must be used no later than the year following the year in which it is earned.

A 12-month employee is the base of the following computation:

First year of Service	12 days
Second year	13 days
Third year	14 days
Fourth year	15 days
Fifth through Ninth year	17 days
Tenth year	18 days
Eleventh year	19 days
Twelfth year	20 days
Thirteenth Year	21 days
Fourteenth Year and thereafter	22 days

Vacations are prorated for employees working less than 12 months.

Scheduling Of Vacations

Less than 12-Month Employees

Less than 12-month employees will take vacation when students are not in attendance according to the work calendar in Appendix B. Any unused vacation will be included in the pay according to Article 4, and will be considered taken at time other than when students are not in school. Any time off during these student attendance days must be taken as an approved leave of absence under Article 14, except for unit members who have unused vacation that was accrued before July 1, 2002, and that was not paid off.

12-Month Employees

- The time that employees may take their vacation shall be determined in each case by the supervisor with regard to the needs of the District and the wishes of the employee.
- When there is a conflict between employees concerning vacation scheduling in a particular work unit, the supervisor shall weigh heavily the factor of seniority.
- It is the responsibility of the employee to file with the supervisor his/her proposed vacation schedule on a vacation request form. The immediate supervisor will schedule vacations in order to ensure adequate coverage and workload. All 12-month employees must submit their requests for vacation by May 1 for June to August and for all other times at least thirty (30) days in advance of the vacation dates.
- An employee may cancel a scheduled vacation due to a reasonable and unexpected cause; however, the rescheduling shall be subject to the time slots available in the existing schedule

Vacation Carry Over

- An employee may carry over no more than one year's accrual of unused vacation into the following year.
- Before an employee may carry over additional unused days beyond the allotment, s/he must obtain the written approval of the employee's supervisor and the Superintendent or designee.
- If an employee is not permitted by the District to take vacation time previously approved by the supervisor, the employee shall be compensated in cash for any scheduled but unused vacation days in excess of the allotted carry over.

If a person is ill or injured at the outset of a vacation, he/she may delay the vacation and use sick leave. In that event, the District shall re-schedule the vacation to a mutually acceptable time. The District need not make a cash payment to the employee for unused vacation.