

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4262.1

ADOPTED: 2/14/96

CLASSIFICATION: Personnel

REVISED: 10/27/04

SUBJECT: Vacations

Paid vacations shall be granted to all regular classified employees. They shall generally be entitled to the following vacation periods subject to the limitations as defined in the Administrative Guide.

| <u>Years of Completed Service</u> | <u>Annual Vacation Accrual</u> |
|-----------------------------------|--------------------------------|
| Less than 5 | 10 working days |
| 5 but less than 11 | 15 working days |
| 11 | 16 working days |
| 12 | 17 working days |
| 13 | 18 working days |
| 14 | 19 working days |
| 15 | 20 working days |

Employees resigning or retiring may not use accrued vacation time after their last day worked. Any use of vacation subsequent to the notice of resignation/retirement must be approved by the appropriate branch Associate Superintendent. Any vacation time on the books at the time of resignation/retirement will be paid to the employee, at their current rate of pay, in their final paycheck.