



SUPERINTENDENT / PRESIDENT
DR. DAVID VIAR

BOARD OF TRUSTEES

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May 29, 2020

To: Administrators, Managers, Supervisors, and Confidential Employees

From: David Viar 

Subject: District Vacation Policy

This is a reminder of the memo sent to you March 27, 2018 which included the following:

“AR 7285 states that GCC administrators, managers, and supervisors are entitled to 22 vacation days per year and confidentials are entitled to 13 vacation days per year in the first year of employment and 1 added day each year until reaching 22 days. The regulation further states that “an employee may accrue a total of two years vacation entitlement” but that any days of vacation accrued beyond the two-year accrual “will be lost unless the District is responsible for the vacation days not being used.” The Superintendent/President must approve carrying the days forward beyond the two-year accrual.

It has been the practice of the District for a number of years to allow administrators, managers, supervisors and confidentials a third year in which to use up the two years of accrued vacation before losing those accrued vacation days. This practice, however, is not memorialized in Board Policy or Administrative Regulations. Presently there are 26 administrators, managers, supervisors and confidentials who are over their two-year accrued vacation limit.

The District has established its vacation policy in recognition of the value of employees getting away from their regular workplace routine. Vacations help you relax, reduce stress, improve overall health and wellness, help you recharge and stimulate creativity.

To assure management employees take vacation days earned and official District policy is followed, as of April 2018 the following is to be followed:

1. Starting December 31, 2018 no employee will be allowed to use a third year for use of the two-year maximum accumulated vacation accrued. Once an employee reaches the two-year accrual maximum you must use it or lose it.
2. ...
3. Any exception to AR 7285 must be approved by the Superintendent/President on a form to be available from HR.”

The most recent Excess Vacation Report (see attached) from Controller Nour shows 17 managers and 84 staff members have accumulated hours beyond their vacation limit. 25 have in excess of 100 hours beyond their limit. There has been no change in policy and I urge anyone with excess vacation to work with your supervisor to reduce your excess vacation days and not lose them. Also, please assist and support those you supervise to use their earned vacation time.