GLENDALE COMMUNITY COLLEGE

SUPERINTENDENT/PRESIDENT
DR. DAVID VIAR

BOARD OF TRUSTEES
Yvette Vartanian Davis • Dr. Armine Hacopian • Dr. Vahé Peroomian • Ann H. Ransford • Anthony P. Tartaglia

March 27, 2018

To: Administrators, Managers, Supervisors, and Confidential Employees
From: David Viar
Subject: District Vacation Policy

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. Any management employee now 10 days over the two year accrual limit must work with your supervisor to develop a plan of how to reduce the excel vacation days earned between April and December 2018.
3. Any exception to AR 7285 must be approved by the Superintendent/President on a form to be available from HR.

Excess vacation status as of 2/20/18

_____ _____
Name Days over 2 year accrual limit

_____
Supervisor

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