

North Orange County Regional Occupational Program

Administrative Regulation

ROP AR 4362

Management Personnel

VACATION

1. All certificated and classified management personnel shall earn vacation at the prescribed rate indicated in the Policy.
 - a. Vacation leave for part-time or less than 12-month management personnel shall be prorated based on actual hours worked to full-time equivalency.
 - b. Substitute or limited-term management personnel are not eligible for paid vacation leave.
2. Vacation leave shall be arranged with the prior approval of the immediate administrator to ensure the efficient operation of the ROP.
3. Management personnel shall take vacation time during the school year earned or during the subsequent fiscal year. No more than fifty percent of accrued vacation leave may be carried over to the next school year.
4. With prior approval of the immediate administrator and the Superintendent, management personnel may be advanced vacation time during the school year even though not yet earned at the time the vacation is taken; however, if the employee separates from service and has been granted vacation which was not yet earned, the full amount paid for unearned vacation shall be deducted from the final check.
5. Upon separation from service, the management employee shall be entitled to lump-sum compensation, at the rate of pay applicable to the last regular assignment, for all earned and unused vacation.

September 20, 2001