

BURBANK UNIFIED SCHOOL DISTRICT

VACATION WITH PAY FOR CHILDREN'S CENTERS TEACHERS

Effective July 1, 2015

Children's Centers teachers are entitled to an annual vacation with full pay. The school year beginning July 1 and ending June 30 shall be the basis for computing vacation allowance in accordance with the following schedule:

<u>Years of Service in the Burbank Unified School District</u>	<u>Workdays Allowed for Vacation</u>	
	<u>12 Month Employees</u>	<u>9.5 Month Employees</u>
1 - 2 years	15 days	12 days
3 - 4 years	18 days	14.50 days
5 years or more	21 days	17 days

A calendar month of service, for the purpose of this policy, is defined as that in which the compensation payable for such month is equal to one-half or more of the monthly salary. Therefore, vacation days, holidays, and days of absence due to illness for which compensation is received under this and other rules and regulations of the Board of Education shall not affect the computation of vacation days under this policy. No credit shall be allowed for a calendar month when less than one-half of the monthly salary is payable.

Part-time Children's Centers teachers shall be entitled to an annual vacation pro-rated in accordance with the vacation schedule shown above.

Earned vacation may be scheduled any time during the year but the District reserves the right to limit or deny requests for vacation leave when inconsistent with the District's work requirements as determined by the Superintendent or designee. Children's Centers teachers shall request vacation leave in writing to the Superintendent or designee at least 10 working days prior to the date of requested leave. The District will respond not later than 5 working days after receipt of such requests for leave.

Accrued vacation shall be taken and carry-over shall be limited. The number of vacation days to be carried over has a limit of the number of days earned in one year. Employees shall not be entitled to earn or accrue additional vacation days above this limit.

For the purposes of computing vacation allowance, one year of Children's Center teaching experience shall be granted for every two years of experience as an instructional aide when that experience has been in one of the District's Children's Center programs.