

**SP4352 Vacation/Vacation Compensation
Personnel**

Status: ADOPTED
August 22, 2016

It is the expectation of the Modoc County Superintendent of Schools that classified / confidential employees use all of their vacation time in the school year in which it is earned.

With the approval of the County Superintendent, classified/confidential/central office employees may carry forward twelve (12) unused vacation days into the next fiscal year based on the following criteria:

- * Approval to carryover vacation days OR to be paid out for vacation days must be submitted in writing (for attached) to the Human Resources Department by July 31st. Vacation payouts will be processed by August 10th.
- * No more than twelve (12) days may be carried forward into the next school year.
- * Any unused vacation days carried forward must be used or paid off by May 10th,
- * If an employee chooses not to carry forward any of the unused vacation days, the balance as of June 30th will be paid off by the August 31st.
- * The days carried forward cannot accumulate, i.e., no more than twelve (12) extra days will be allowed in any year.

Legal Reference:
EDUCATION CODE
45190 Granting Leaves of Absence, Vacation
45197 Granting Vacation (Classified Employees)