

BOARD POLICY

7340.8

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

VACATION LEAVE FOR MANAGEMENT PERSONNEL

Management personnel shall accumulate vacation days at the rate of two (2) vacation days for each month of service during any fiscal year not to exceed 24 days per fiscal year. Employees may accrue vacation time up to a maximum two (2) times their annual vacation allowance.

Employees whose vacation balance exceeds the 48 day limit on August 31st shall not earn nor accrue further vacation leave until the employee reduces his or her vacation leave balance to an amount not exceeding the 48 day limit.

At the time of separation, retirement, termination, or reassignment, accrued but unused vacation leave shall be paid at the daily rate for academic administrators and at the hourly rate for classified administrators/managers at their hourly rate, in effect at the time of their separation, retirement, termination, or reassignment.

Adopted:	02-13-69	Revised:	04-01-89	Revised:	11-20-06	Page 1 of 1
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