

OFFICE OF THE SOLANO COUNTY SUPERINTENDENT OF SCHOOLS

Series 4000 – PERSONNEL

**Policy 4161.31**

**Leaves**

Annual Leave Accumulation – Classified Management

This policy applies to all classified managers who are placed on a classified management salary schedule.

Classified managers will be placed on an annual leave schedule beginning with twenty-two (22) days and increasing as follows based on years of employment:

<u>Service Period</u>	<u>Annual Vacation Accrual</u>
0-17 Years Completed	22 Days
18 Years Completed	23 Days
19 Years Completed	24 Days
20 Years and over Completed	25 Days

Unused annual leave days may be carried forward, not to exceed thirty (30) days per year. Annual leave in excess of the maximum shall be reduced to the appropriate level through mandatory vacation and/or appropriate compensation. Human Resources will notify the employee and the immediate supervisor as to the anticipated annual leave balance projected to June 30 of the current fiscal year.