VACATIONS AND HOLIDAYS FOR REGULAR PART-TIME EMPLOYEES

A. This administrative regulation covers vacations and holidays for regular part-time employees, including those in a bargaining unit, to the extent that there is no contradictory language in the appropriate master agreement.

1. Regular part-time employees working half-time or more are eligible for all vacations and holidays provided for full-time employees in the same classification, except that:

   a. Vacation time shall be accrued, based on the ratio of the employee's regular hours per pay period to a full scheduled pay period for that employee's group.

   b. Holidays shall be paid pro-rata, based on the ratio of the employee's regular hours to a full scheduled work day. For part-time employees who work less days than a regular five (5) day work week, the average daily hours shall be determined by dividing the total regular weekly hours by five (5), and paid to the nearest whole hour.

   c. Example: An employee works two eight (8) hour days per week (say Mondays and Wednesdays) on a regular basis. The holiday pay would be calculated as follows:
      1) The employee works 16 hours out of 40 or 2/5 time
      2) The employee is entitled to be paid for 2/5 8 hour holiday = 3.0 hours

2. All usual requirements for vacation and holiday pay benefits required of full-time employees apply.

   a. Only employees working fifty-two (52) week schedules are eligible for paid vacation.

   b. To be eligible for holiday pay, a part-time employee must work or be on approved paid leave on that employee's last scheduled work day before and first scheduled work day after the holiday.
3. Human resources shall have the flexibility to work with part-time staff to adjust this benefit to fit the individual interests.

4. Regular part-time employees working less than half-time are not eligible for vacation and holiday pay benefits.

5. For purposes of this policy, the number of hours counted are those which the employee is regularly scheduled to work. Additional hours worked on an occasional basis (i.e., reported by time sheet) will not be counted.

CROSS REFERENCE: 6335.00 Part-Time Classified Employees

ADMINISTRATIVE REGULATION

Adopted: December 15, 2009