

LA PUENTE VALLEY REGIONAL OCCUPATIONAL PROGRAM

JOINT BOARD POLICIES

II.

Board Policies Covering Certificated Employees

UNASSIGNED DAYS FOR CERTIFICATED MEMBERS OF THE MANAGEMENT TEAM

First Reading 07-07-92
Adopted 08-18-92
Revised 08-03-93
Revised 12-16-97
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Revised 03-17-09

BP 6106

The Joint Board of Trustees shall provide for an unpaid absence from work or duty to be used for personal, vacation and other leisure related reasons. Such leave shall be in addition to designated legal and local holidays.

- A. Certificated members of the management team shall receive an annual amount of unassigned days ("Z" days), based on days of required service in the fiscal year for their position. Certificated members of the management team shall be entitled to unassigned days equal to the difference between the total possible workdays and the required number of work days in the fiscal year.
- B. Such leave shall be pre-approved and is subject to the same approval requirements for requesting other leaves of absences as specified in AR 6109.
- C. If for any reason an employee is not permitted to take all or any part of their annual unassigned days, the amount not taken may be carried over to the first six (6) months of the following fiscal year, to be scheduled and taken not later than December 31; at a time(s) approved by the Superintendent.
- D. Except for the Superintendent, unassigned days shall not be carried over beyond December 31 following the fiscal year in which it is earned. If for any reason beyond his/her control, an employee is not permitted to take all or any part of their annual unassigned days by December 31 of a fiscal year, a request for **extended** carryover must be requested 45 days before the December 31 expiration period and must come to the Joint Board of Trustees for approval.