

Absences & Leaves

Vacation

Classified employees represented by SEIU, classified management, and confidential employees accrue vacation time. Certificated staff do not accrue paid vacation time, but have non-work days.

Special note on vacation time for teaching assistants: Vacation time is built into the pay of most teaching assistants, so it is not available as paid time off.

Vacation time that is accrued and not included in the employee's pay may be carried over to a subsequent year up to certain maximums. See your bargaining unit contract and the SCOE Policies and Procedures Manual for maximum accruals.

Requesting vacation time

When planning vacation time, discuss your request with your supervisor and make sure it complies with the advanced notice requirements of your department. Time off for vacation requires prior approval by your supervisor. Requests should be submitted by phone or online via Aesop, 1 (800) 942-3767 or www.aesoponline.com.