

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
AND
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS
SOUTHWESTERN #524 (CSEA)**

OCTOBER 20, 2020

EXCESS VACATION LEAVE ACCRUALS

Vacation Carry-Over 2020/2021: Employees who currently are anticipated to have more than 200 hours of excess vacation at the end of the fiscal year (June 30, 2021) will be allowed to reduce the balance to forty (40) days or less of accumulated vacation by June 30th of the 2022-2023 fiscal year. Employees have a vested property right over their vacation accruals. Such employee shall each year of this three (3) year program submit their requested vacation plan to their supervisor for approval, with the intent of reducing their vacation balance by the end of the fiscal year so as not to exceed 40 days on June 30, 2023. CSEA and the District agree that this is a multi-year agreement to resolve a multi-year issue. The District and CSEA agree this agreement addresses CSEA unit members' ability to take a meaningful vacation.

Requirements for employees who are anticipated to have more than 200 hours of excess vacation by June 30, 2021:

1. Employees that have a projected 1 – 199 hours of accrued excess vacation leave will be drawing down their vacation balance in the 2020-2021 fiscal year.
2. Employees who have a projected 200 or more vacation excess hours are required to take a minimum 1/3 of their excess vacation each year of this 3-year program beginning with the 2020-2021 fiscal year.
 - a. The immediate supervisor shall communicate the beginning and return to work date to the employee prior to vacation being taken.
3. Employees will not be paid out for any excess vacation accruals above the 40-day limit during the implementation of this three-year vacation draw down program unless the employee separates from the District.
4. At the end of the third year, on June 30, 2023 accrued vacation leave shall not exceed 40 days.
5. Pursuant to Article 11.6 of the CBA, employees will submit a vacation plan. When an employee fails to submit a vacation plan, the Direct Manager shall submit a vacation plan for the respective employee.

This Agreement is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative or legal proceeding as evidence of past practice or intent of the Parties or meaning or application of the collective bargaining agreement.

For the College District:

Rose DelGaudio

Rose DelGaudio,
Executive Assistant Superintendent/
Vice President, Human Resources

For CSEA

Silvia Nogales
President, CSEA

Alfredo Alvarez, LRR

Signature: *Rose DelGaudio*

Email: rdelgaudio@swccd.edu

Signature: 
Silvia Nogales (Oct 20, 2020 20:20 PDT)

Email: snogales@swccd.edu

Signature: 

Email: aalvarez@csea.com