VACATION REQUEST

Classified Payroll
District Business Office
33 Gough Street
San Francisco, Ca. 94103
Phone: (415) 239-3023

Date: ___________________________

Civil Service Class # ___________________________

Important: YOU MUST BE EMPLOYED CONTINUOUSLY FOR ONE YEAR BEFORE YOU ARE ELIGIBLE TO USE YOUR VACATION AWARD.

Name of Employee:__________________________________________________________

(Print) Last, First

Dept. or School:___________________________________ Phone Number ______________

Vacation Dates REQUESTED

From:____________________thru__________________________
From:____________________thru__________________________
From:____________________thru__________________________
Days: ____________________________
Date/Hrs: ____________________________
Date/Hrs: ____________________________

Floating Holiday Days:_________________,___________,_______________

Vacation dates to be CANCELLED

From:____________________thru__________________________
From:____________________thru__________________________
From:____________________thru__________________________
Days: ____________________________
Date/Hrs: ____________________________
Date/Hrs: ____________________________

Floating Holiday Days:_________________,___________,_______________

** Vacation may be taken in increments of not less than one hour
** Floating holidays may not be taken in hourly increments

PLEASE KEEP YOUR OWN RECORDS AND DO NOT CONTACT THIS OFFICE FOR UPDATED RECORDS.

Approved:

_____________________________________   _______________________________
Department Head/Director     Employee Signature

_____________________________________
DBO – Classified Payroll
MEMORANDUM

To: All Classified Employees

From: District Business Office

Subject: Vacations for Classified Employees

Following the instructions given below, please fill out the reverse of this form in Duplicate.

1. Consult your Department Head/Director in selecting your vacation schedule. Employees on school term appointments may not take their vacation during the School Term, assuming that they have accrued vacation credits. Submit an original and one copy of Form SFCCD-DBO53A to the District Business Office through your Department Head/Director.

2. After one year’s continuous service, employees on full-time service are awarded a vacation of a maximum of 80 working hours; after five years of continuous services a maximum of 120 working hours; after 15 years, a maximum of 160 working hours. Vacation credits accrue on the basis of the number of hours of paid service (including overtime) during the preceding pay period.

3. Vacation may be taken on an intermittent daily/hourly basis.

4. Employees may elect not to take their entire vacation in any one year and in such event may accumulate the hours allowable and not taken, for use of at some future time; however, no employee may accumulate unused vacation in excess of:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Maximum Vacation Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5 years</td>
<td>320.00 Hours</td>
</tr>
<tr>
<td>Over 5-15 years</td>
<td>360.00 Hours</td>
</tr>
<tr>
<td>Over 15 years</td>
<td>400.00 Hours</td>
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</tbody>
</table>

5. When vacation requests are approved, no changes are permitted except when requested on a new Vacation Form SFCCD-DBO53A, approved by your department Head/ Director and filed with the District Business Office. These forms must be approved AT LEAST one week prior to the requested change.

6. If you have any questions regarding your vacation request, call DBO classified payroll at 241-2273.