

ATTACHMENT I

CONFIDENTIAL EMPLOYEE RULES

SECTION 20. VACATIONS

A. Confidential Employees shall accrue vacation at the following rates:

Less than ten(10) years of service, 1-1/4 work days per month (15 working days per year)

At least ten (10) but less than fifteen (15) years of service, 1-2/3 work days per month (20 working days per year)

Fifteen (15) or more years of service, 2-1/2 work days per month (25 working days per year)

B. The term "years of service" for purposes of vacation accrual shall mean the number of years of regular full time continuous employment with the State Bar, irrespective of classification or position title.

C. Notwithstanding any other provision of this section, vacation accrual shall be limited as follows:

1. An Employee with less than ten (10) years of service shall accrue a maximum of forty-five (45) working days of vacation.

2. An Employee with at least ten (10) years but less than fifteen (15) years of service shall accrue a maximum of fifty (50) working days of vacation.

3. An Employee with fifteen (15) or more years of service shall accrue a maximum of fifty-five (55) working days of vacation.

D. Upon termination, an Employee shall be paid for all unused, accrued vacation time.

E. If a paid holiday falls during a Confidential Employee's vacation, that day shall not be charged as a day of vacation.

F. Vacations shall be scheduled at a time mutually agreeable to the State Bar and the Confidential Employee.

G. Vacations shall not be taken in segments of less than one-half (1/2) workday.

H. Accrued vacation days may be used in place of Paid Sick Leave days when the latter are exhausted.

I. When a Confidential Employee's vacation accrual bank is approaching the maximum cap as set forth above, and the Employee is unable to take vacation to reduce the cap, the Employee may, at the discretion of the Executive Director, cash in accrued and unused vacation in increments of one week, not to exceed a total of one week per calendar year.

Source: Confidential Employee Rules §24 [Vacations]; minor revisions January 30, 1999. Major revision January 1, 2001; Section 20.I added effective January 1, 2015.