

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE HEMET UNIFIED SCHOOL DISTRICT
AND CSEA CHAPTER NO. 104**

This memorandum of understanding is entered into by and between the Hemet Unified School District and California School Employees Association, Chapter 104, concerning vacation payout.

For the 2007-08 School Year:

- 1) Employees who turned in the vacation payout request form to Fiscal Services or their site manager by May 15, 2008 will receive the payout.
- 2) Employees who have not yet turned in their vacation payout request form, but received the payout in the 2006-07 school year must turn in the vacation payout request form to Fiscal Services by June 13, 2008 to receive the payout.

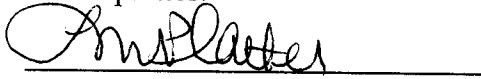
For the 2008-09 School Year and every year thereafter the following steps will be followed by the administrator in coordination with classified employees regarding use of accrued vacation time.

- 1) The district has the option to expect and require that the employee use all vacation accrued for the fiscal year by the end of that fiscal year (July 1 – June 30).
- 2) Prior to September 1 of each school year for 12 month employees and October 1 for all other employees, the administrator will meet with employees to create a vacation schedule for the current fiscal year to use vacation time that will accrue for the current fiscal year. The administrator will document the vacation schedule in writing.
- 3) Employees requesting the same days/weeks of vacation, during their first meeting with the administrator, that can not be accommodated by the site or department will be given vacation preference based on seniority in district. Vacation time that is requested after the first meeting with the administrator will be given based on a first come, first served basis.
- 4) At least twice more during the year, the administrator will meet with the employee again to make any necessary mutually agreed revisions to the plan.
- 5) Once vacation time is scheduled, an employee cannot bump another employee from their scheduled vacation time unless mutually agreed upon by both employees.
- 6) Employees assigned to less than a twelve month position may schedule their vacation days during student breaks or during the period following the last day of school through June 30th of the fiscal year unless otherwise agreed upon by the manager and the employee.
- 7) The District will allow the employee to carry over the maximum number of hours allowed by contract which is ten days plus a one year accrual.
- 8) The District will not pay out any vacation hours below the maximum number of

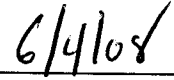
allowable carryover, except in the instances where scheduled vacation was cancelled due to the operational needs of the district.

- 9) The District will pay out any additional hours over the maximum allowed carryover described in number 7 of this MOU.

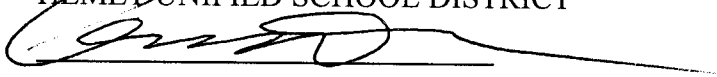
This Memorandum of Understanding shall constitute the entire agreement of the parties as to this issue and may only be modified or amended in writing, signed by both parties.



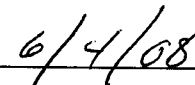
Authorized Representative
HEMET UNIFIED SCHOOL DISTRICT



Date



Authorized Representative
CALIFORNIA SCHOOL EMPLOYEE ASSOCIATION



Date