

Office of Human Resources 3401 CSM Drive – San Mateo, CA 94402 Automated Service Line: (650) 574-6555 Fax: (650) 574-6574

Vacation Accrual Rates

Rates are based on a full-time 37.5 hours per week, 12 month per year work schedule.

CSEA					Classified Prof/Sups & Confidential				
Year	Vacation Hours Earned Per Month Worked	Total Number of Vacation Days Earned During Year	Maximum Accrual	Yea	r	Vacation Hours Earned Per Month Worked	Total Number of Vacation Days Earned During Year	Maximum Accrual	
1	6.250	10	150		1	7.500	12	180	
2	7.500	12	180		2	8.750	14	210	
3	8.125	13	195		3	9.375	15	225	
4-5	9.375	15	225		4-5	10.625	17	255	
6-7	10.000	16	240		6-7	11.250	18	270	
8	10.625	17	255		8	11.875	19	285	
9	11.250	18	270		9	12.500	20	300	
10	11.875	19	285		10	13.125	21	315	
11-12	12.500	20	300	1	1-12	13.750	22	330	
13-14	13.125	21	315	13	3-14	14.375	23	345	
15-16	13.750	22	330	1	5-16	15.000	24	360	
17-19	14.375	23	345	1	7-19	15.625	25	375	
20-21	15.000	24	360	20)-21	16.250	26	390	
22-24	15.625	25	375	22	2-24	16.875	27	405	
25 & More	16.250	26	390	25 & N	lore	17.500	28	420	

AFSCME Vacation Hours Earned **Total Number of Vacation** Maximum Year Per Month Worked Days Earned During Year Accrual 6.250 10 150 1 2 6.880 11 165 3 7.500 12 180 4 8.130 13 195 5/6 9.380 15 225 7/8 10.000 16 240 9 10.630 17 255 10 11.250 18 270 11-14 12.500 20 300 15-19 13.750 22 330 20-24 15.000 24 360 25+ 16.250 26 390

Administrators & Academic Supervisors

Earn 2.25 days per month or 16.88 hours per month (maximum of 54 days or 405.12 hours)

Executives

Earn 2.50 days per month or 18.75 hours per month (maximum of 60 days or 450.00 hours)

Long Service Increments

All non-exempt classified employees of the San Mateo County Community College District receive Long Service Increment (LSI) in addition to their regular base salary.

Beginning Year	CSEA, Classified Prof/Sups, Confidential Monthly Increments % of Base Salary	AFSCME Monthly Increments % of Base Salary	
Eight - 8	2.75%	3%	
Twelve - 12	3.75%	4%	
Sixteen - 16	6.25%	6.75%	
Twenty - 20	8%	8%	
Twenty-Four - 24	10.75%	10.75%	
Twenty-Eight - 28	12%	12%	