The Leadership Team is comprised of educational administrators, classified administrators, and classified confidents of the Yosemite Community College District, which includes Modesto Junior College, Columbia College, and Central Services. This Handbook is a compilation of District Board Policies, Education and Government Codes, and Memorandums of Understanding pertaining to the Leadership Team.
d. **Use of Donations**

1) The donated sick leave may be used only when the recipient team member has exhausted accumulated sick leave and either is not eligible for long-term disability or is eligible but has not begun to receive the long-term coverage.

2) One day of donated leave shall be used as compensation to increase one day of extended sick leave to one day of regular (full pay) sick leave for the recipient team member.

3) Donated sick leave shall not extend the total number of days of the recipient team member’s combined sick and extended sick leave. Donated sick leave shall increase the number of days of regular sick leave at full pay and reduce the number of days of extended leave.

4) Recipients of donated sick leave shall be solely responsible for any state and federal taxes on the donated time. Such taxes shall be withheld at the normal rate for the recipient team member. In the event that the state or federal government rules that a tax liability is due other than as taxed, the recipient shall be solely liable for such tax liabilities.

5) In no instance shall team members sell and/or exchange sick leave for monetary or other considerations.

6) If the recipient team member does not use all donated sick leave, the sick leave shall be returned to the donor.

For more details, contact HR Benefits.

16. **Vacation**

a. Except as provided in 16.c., twelve (12) month Team members earn 21 (eight-hour) days of vacation per academic year at an accrual rate of 14 hours per month. Employees working less than a 12-month assignment receive prorated vacation accrual.

b. Vacation is to be taken at the convenience of the District.

c. After 15, 20, and 25 years of service with the District, Team members shall earn one additional vacation day per academic year:
   - At 15 years-22 days (14.67 hours per month);
   - At 20 years-23 days (15.33 hours per month);
   - At 25 years-24 days (16 hours per month).

d. Except as approved by the Chancellor or his/her designee, a Team member may accrue a maximum of 42 days (336 hours) vacation.

e. Team members who have a vacation leave balance in excess of 42 days (336 hours), shall be considered to have excess vacation leave. Effective January 2014, Team members who still have excess vacation leave will cease to accrue vacation until such time the balance is reduced below the maximum allowed