

**DATE:** January 20, 2026  
**TO:** Board of Directors  
**FROM:** Edgar Lampkin, Ed.D.  
**CC:** Coordinating Council



**SUBJECT: ADD OMITTED VACATION ACCRUAL LANGUAGE TO EMPLOYEE HANDBOOK**

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## **Requesting CABE Board Add Omitted Language to Employee Handbook on Vacation Accrual:**

### **BACKGROUND:**

The CABE administration followed up for clarification with our CABE Board Finance Director and Attorney Mary Hernandez’ on their recollection from the Board discussion on the new Vacation Accrual Changes made in July 2026—the handbook was approved with the intent that employees with six (6) or more years of service would be eligible to accrue **fifteen (15) vacation days annually**. The policy was described in this way to the Board and then to the staff when staff was updated on the changes that were made in July 2025.

When the handbook language was revised, it included a bullet stating that full-time employees accrue vacation at **3.08 hours biweekly**; however, it does **not include an additional bullet or clarification specifying the increased accrual rate for employees with six (6) or more years of service**, it was unintentionally omitted:

### **C. Vacation Benefits**

Full-time employees who have completed six months of employment are entitled to accrual of vacation benefits as follows:

- First year of employment 1 week @ 1.54 hours accrued bi-weekly
- After first year of employment 2 weeks @ 3.08 hours accrued bi-weekly

All permanent part-time employees working a minimum of 20 hours per week begin accruing pro-rated vacation benefits on the date of hire. Temporary employees and employees who work less than 20 hours per week are not entitled to vacation benefits.

### **Accrual of Vacation Benefits**

Employees’ accrual of vacation will be capped as follows:

- First five years of employment accrual cap of 10 days
- After completing 5 years of employment accrual cap of 15 days

Because that clarifying language is missing, the current handbook can reasonably be interpreted—particularly by Accounting—as limiting all full-time employees, regardless of years of service, to a 10-day annual accrual, despite further below stating that “After completing 5 years of employment—accrual cap of 15 days. CABE administration understands and respects this interpretation, as it is based strictly on the written language.

For this reason, the issue appears to be a **missing clarification rather than a policy change**. To ensure alignment between Board intent, staff understanding, and accounting practice, the safest and most transparent approach is to formally add the missing bullet point and seek Board approval of the clarification.

**PROPOSED MOTION:** To avoid any confusion regarding intent or implementation, the CABE Board asks to have the following addition be made to the Employee Handbook:

## **Bullet to add to the employee handbook**

**Six (6) or more years of employment                      3 weeks@4.62 hours accrued bi-weekly**

It is also recommended that the Board explicitly state that this clarification is **retroactive to July 1, 2025**, the start of the fiscal year.

## **Proposed Board Motion – Vacation Accrual Clarification**

The CABE Handbook will read as follows:

### **C. Vacation Benefits**

Full-time employees who have completed six months of employment are entitled to accrual of vacation benefits as follows:

- First year of employment    1 week @ 1.54 hours accrued bi-weekly
- After first year of employment    2 weeks @ 3.08 hours accrued bi-weekly
- **After five (5) years of employment    3 weeks @ 4.62 hours accrued bi-weekly**

All permanent part-time employees working a minimum of 20 hours per week begin accruing prorated vacation benefits on the date of hire. Temporary employees and employees who work less than 20 hours per week are not entitled to vacation benefits.

### **Accrual of Vacation Benefits**

Employees’ accrual of vacation will be capped as follows:

- First five years of employment accrual cap of 10 days
- After completing 5 years of employment accrual cap of 15 days

If an employee reaches the maximum accrual cap of vacation, they will not be eligible to accrue any additional vacation until they use vacation time and drop below their maximum accrual cap.

An employee is required to submit a request for his/her proposed vacation schedule to his/her supervisor at least four weeks prior to commencement date of vacation.

## **CABE Board Motion:**

*Move to approve a clarification to the Employee Handbook by adding a third vacation accrual tier stating that full-time employees with six (6) or more years of employment accrue three (3) weeks of vacation at a rate of 4.62 hours accrued bi-weekly. This clarification reflects the Board's original intent at the time of handbook approval **and shall be applied retroactively to July 1, 2025.***

**As additional information below is attorney Mary H.'s email response on January 6, 2026, with a cc to CABE CEO & Board President.**

I believe that the Board approved the handbook thinking that employees with 5 years or more of service would be able to accrue 15 vacation days (because I recall describing it to them that way) and that the handbook's statement that full time employees who have been with CABE more than one year accrue 3.08 biweekly without an additional bullet point or clarification about the increased accrual amount for employees with 5 years or more of service just means that additional needed language is missing-that is, it essentially amounts to a typographical error (and was not meant to limit the accrual for employees with 5 years or more of service). I can understand why Yvette is interpreting it as written because that additional language is missing. **The safest thing to do would be to add the additional needed bullet point and advise the Board of the clarification and have the Board to approve it when they next meet and make sure to have the Board motion be clear that the additional accrual is retroactive to July 1, 2025 so there is no question from our accounting department about the intent.**