

Staff Vacations: Accrual, Use, Carry-over, and Cash out Provisions

Scope of Policy

Employees who are not represented by a union, pursuant to RCW 41.45 or RCW 41.59, and thereby not subject to the provisions of a collective bargaining agreement will accrue vacation leave according to the employee's individual employment contract or written hiring agreement. All unrepresented employees will be subject to the provisions of this policy, unless exceptions to this policy have been authorized in writing in the individual's employment contract or written hiring agreement, and approved by the board. The provisions pertaining to vacation leave for those employees who are represented by a union will be provided in accordance with the represented unit's collective bargaining agreement. To the extent that the collective bargaining agreement is silent or does not provide provisions that are different than those contained in this policy, this policy will apply to all district employees.

Accrual of Vacation Leave

Vacation leave is accrued per month, or portion thereof, that is worked. Vacation leave for part-time employees will be computed on a prorated basis. If the district front-loads vacation days and an employee has not accrued all of the days that he/she is recorded as eligible to take because of this, and the employee leaves district employment, the employee is only eligible to use or cash out the amount of leave that has actually been accrued to that date. If at the time an employee leaves district employment the employee has used more than the amount of vacation that he/she has actually accrued, the dollar amount of the excess vacation time used will be deducted from the employee's final check. If the amount owed the district exceeds the amount of the final check, the employee will owe the district for the dollar amount of the excess leave.

Approval of Leaves

Employees must schedule vacation with their supervisors at least two (2) weeks in advance of the first day of anticipated vacation leave. Exceptions to this may be made at the discretion of the supervisor for extenuating circumstances. Requests must recognize the operational needs of the district and the use of vacation hours must be approved by the supervisor.

When a situation arises while an employee is on paid vacation leave for which the employee is entitled to other leave (e.g. illness, injury, or death of a relative), the employee may be granted such leave, (in lieu of the approved vacation leave), if approved, provided that the employee submits a request within fourteen (14) days after returning to work indicating the type of leave requested and the circumstances requiring the change in leave status, and the requested change in leave status meets the qualifications for such leave. In the case of a request for sick leave in these circumstances a note from a physician will be required. Other documentation may be required depending on the nature of the request.

Use and Accumulation of Vacation Leave

Employees may not use any vacation leave until employed for a minimum of six (6) months. The superintendent is granted discretion to make exceptions to this for extenuating circumstances. Such exceptions must be in writing. Vacation leave must be used within twelve (12) months of the date upon which those hours were accrued, except that a

maximum of thirty (30) days of vacation may be accumulated and carried over to the following year.

Cash Out of Unused Vacation Leave

When an employee leaves district employment he/she may cash out any unused vacation days that have been accrued up to thirty (30) days, (240 hours for full-time employees, prorated for part-time employees). In June of each year, administrative unrepresented employees may cash out up to ten (10) unused vacation days. No other cash out of unused vacation will be allowed unless authorized by the board.

Legal References

RCW 41.50.150 Retirement benefits based on excess compensation — Employer liable for extra retirement costs

WAC 415-108-510 Treatment of cash payments made in lieu of unused leave — First-in-first-out accounting method for determining when leave earned — Forms of leave deemed excess compensation — Conversions

WAC 415-112-415 Are cash-outs for annual leave and personal leave included in earnable compensation and/or average final compensation?

AGO 1976 No. 10 Accumulation of sick leave while on leave

Adopted: 02/22/1990

Classification: **Essential**

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