

## STAFF VACATIONS

Regular full-time employees (12 months/year) shall accrue vacation leave according to the following guidelines (unless an applicable collective bargaining agreement or individual employment contract provides otherwise):

1. 0-5 Year Employee – 2 Weeks Vacation
2. 5+ - 10 Year Employee – 3 Weeks Vacation
3. 10+ Year Employee – 4 Weeks Vacation

Regular full-time employees (12 months/year) may not use any vacation leave until employed for a minimum of six months

Vacation may be carried over for no more than one year.

When employees separate from service by reason of resignation, layoff, dismissal, retirement, or death they are entitled to a lump sum payment of unused vacation leave. No contributions will be made to an employee's retirement system for accrued vacation leave in excess of 30 days.

Classified employees must schedule vacation with their supervisors at least two weeks in advance of the first day of vacation leave. Vacation schedules must recognize the operational needs of the district and are subject to the approval of 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 shall be granted such leave (in lieu of the approved vacation leave) 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.

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| Cross Reference:  | Board Policy 5021              | Applicability of Personnel Policies   |
| Legal References: | RCW 41.50.150                  | Retirement benefits based on excess compensation — Employer liable for extra retirement costs |
|                   | WAC 415-108-510<br>415-112-415 | (PERS) First-in-first-out<br>(TRS) accounting method for determining when leave earned        |
|                   | AGO 1976 No. 10                | Accumulation of sick leave while on leave   |

KETTLE FALLS SCHOOL DISTRICT NO. 212  
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