

Section: PERSONNEL

Policy Title: **Staff Vacations**

Employees who qualify for vacation days as per their individual employment contract or collective bargaining agreement shall be subject to the following except when superseded by provisions of those agreements.

Vacation Accrual

The district expects employees to annually take vacation days in an amount equal to the employee's annual vacation allowance. It is recognized, however, that this is not always possible, thus vacation time may be accrued up to a maximum of 35 days. No more than 35 days vacation allowance will be carried on payroll and personnel records from one contract year to the next. Vacation days in excess of thirty five 35 days accrued and not taken by the end of a contract year will be lost to the employee without further compensation from the district.

Vacation Days Cash-out

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 up to a maximum of 30 days. Cash out will follow the provisions outlined within the employee's collective bargaining agreement and WAC 415-112-415.

Vacation Scheduling/Approval/Reporting

All employees must schedule vacation with their supervisors consistent with the provisions outlined in their employment contract or collective bargaining agreement. Vacation schedules should recognize the operational needs of the district and are subject to the approval of the supervisor.

Legal Holidays and/or Change of Circumstances During Vacation Time

If a legal holiday (as defined in RCW 28A.150.050) should fall within the vacation time, that day shall not apply against vacation allowance. If a situation arises while an employee is on a paid vacation leave for which the employee is entitled to other leave (e.g. illness, injury, or death of a relative), the employee will 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.

Management Resources:

Policy & Legal News

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: December 7, 2015