

## STAFF VACATIONS

Regular full-time employees (12 months/year) shall accrue vacation leave according to their applicable collective bargaining agreement or individual employment contract.

Vacation leave for regular part-time employees shall be computed on a pro rate basis.

Vacation leave should be taken within the 12-month period following the time when vacation was earned, except that a maximum of 30 days may be accumulated and carried over to the following year; allowing them to bank 30 days while still working off the current annual allocation.

All Classified employees less than year-round, full-time (2080 hours per year) employees (i.e. para educators, cooks, school office staff) shall be paid annually for their vacation time, because vacation time off is not available to them during the school year. Earned vacation pay will be calculated and paid over 12 months.

The non-represented group of employees (i.e. Business Manager, Federal Programs Director, Payroll Specialist, Director of Operations and Coordinators) whom have accumulated over 30 days of vacation leave and are unable to schedule enough time away from their duties to utilize all of their vacation time, may cash-out up to 10 days on an annual basis in order to prevent the loss of earned vacation. Any cash-out will occur annually after the end of the current fiscal year. (The Superintendent's leave cash-out is described in his/her employment contract.)

In addition, the board realizes the importance of, and encourages time-away from work, but also realizes that some years, due to special projects happening at the district, that some custodial/maintenance staff may be unable to utilize all of their vacation time. In order to prevent the loss of earned vacation time by these staff members, those who have accumulated over 30 days of vacation leave may cash-out up to 10 days to bring them in line with the 30-day maximum. Any cash-out will occur annually after the end of the current fiscal 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.

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

Adoption Date: 11/22/05

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Revised: 4/25/17; 7/28/20

Union Gap School District No. 2

WAC 415-108-510  
415-112-415

(PERS) First-in-first-out  
(TRS) accounting method for  
determining when leave earned

AGO 1976 No. 10

Accumulation of sick leave while on  
leave