

STAFF VACATIONS

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

During the second year of current continuous employment—80 hours (10 days) per annum;

During the sixth year of current continuous employment—120 hours (15 days) per annum;

During the eleventh year of current continuous employment—160 hours (20 days) per annum;

Regular full-time employees may not use any vacation leave until employed for a minimum of one year. Vacation leave for regular part-time employees shall be computed on a pro rata basis.

Vacation leave must be taken within the 12-month period following the time when vacation was earned.

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 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 References:	Board Policy 5021	Applicability of Personnel Policies
	5320	Personnel Leaves
	5332	Retirement Programs

Legal References:	AG 1976 No. 10	Accumulation of sick leave while on leave
	RCW 28A.400.300	Hiring and discharging of employees—Seniority and leave benefits, transfers between school districts.
	WAC 415-105-510	(PERS) First-in-first-out
	WAC 415-112-415	(TRS) accounting method for determining when leave earned

Adopted: March 22, 1994