

STAFF VACATIONS

Full-time classified employees shall accrue vacation leave according to the College Place Public Schools Classified Handbook.

Full-time employees may not use any vacation leave until employed for a minimum of six months.

Vacation leave must 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.

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 submit a written request for vacation leave in advance with their supervisors. 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 References:

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	(PERS) First-in-first-out
	415-112-415	(TRS) accounting method for determining when leave earned
	AGO 1976 No. 10	Accumulation of sick leave while on leave

Adoption Date: April 21, 2003
College Place School District No. 250