

## **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):

- A. During the first year of current continuous employment – 96 hours (12 days) per annum;
- B. During the second year of current continuous employment –104 hours (13 days) per annum;
- C. During the third and fourth years of current continuous employment – 112 hours (14 days) per annum;
- D. During the fifth, sixth, and seventh years of current continuous employment — 120 hours (15 days) per annum;
- E. During the eighth, ninth, and tenth total years of employment – 128 hours (16 days) per annum;
- F. During the eleventh year of total employment — 136 hours (17 days) per annum;
- G. During the twelfth year of total employment — 144 hours (18 days) per annum;
- H. During the thirteenth year of total employment — 152 hours (19 days) per annum;
- I. During the fourteenth year of total employment — 160 hours (20 days) per annum;
- J. During the fifteenth year of total employment — 168 hours (21 days) per annum;
- K. During the sixteenth year of total employment and each year thereafter — 176 hours (22 days) per annum.

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

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 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
	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

**Adoption Date: 10/26/2009**