

## **STAFF VACATIONS**

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

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 25 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 five working days 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 ten (10) days after returning to work indicating the type of leave requested and the circumstances requiring the change in leave status.

Cross Reference:	5021 – Conflicts Between Policy and Bargaining Agreements	
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
	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