

Staff Vacations

Vacation time will be granted to qualifying employees in one of the two categories below.

Category One:

Regular full-time employees (12 months/year & 260 days) will 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 – 80 hours (10 days) per annum;
- B. During the second year of current continuous employment – 88 hours (11 days) per annum;
- C. During the third and fourth years of current continuous employment – 96 hours (12 days) per annum;
- D. During the fifth, sixth, and seventh, eighth and ninth years of current continuous employment — 120 hours (15 days) per annum;
- E. During the tenth total years of employment – 128 hours (16 days) per annum;

Pro-rated hours (rounded up to a whole number) will be assigned for 12 month part-time professional-technical employees and 12 month professional technical employees that work at least 220 days. Vacation days will be front-loaded as of each new year for administrators and professional-technical employees. 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 40 days may be accumulated and carried over to the following year.

Any vacation in excess of the year-end limit will be reduced from the employee's balance. Current employees having more than 40 days of accumulated vacation shall not be allowed to accumulate more than their current leave balance as of August 31, 2013.

Upon termination of employment, compensation for unused vacation is restricted to a maximum of 30 days. This limit shall not apply in the case of death. Such compensation for each full-time employee shall be paid at per-diem pay. Any additional balance of accumulated vacation time should be scheduled for use prior to the last day of employment.

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 will 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.

Category Two:

Classified staff who are not full time annual employees (260 days/2080 hours), less than 220 day employees and whom meet the following criteria shall be eligible for vacation time as described below:

Classified staff whose regular job assignment requires them to continue working in that same assignment for more than 60% of summer week days will receive five days paid vacation. Summer week days will include Monday through Friday of the period of time between the last staff work day of the regular school year and the

first staff work day of the next school year. They will not include July 4. Qualifying employees shall be paid holiday pay for July 4.

Such vacation will be scheduled by mutual agreement with the administration and taken during the summer for which the employee qualifies. Such vacation time will not accrue from year to year.

Cross Reference:	Model 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	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

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