VACATIONS: 5411

Employees whose employment contracts or agreements permit the earning and accruing of vacation time are expected to utilize that benefit each year. Occasionally, job responsibilities make utilization of the entire vacation entitlement for a given year difficult to exhaust. Earned but unused vacation time up to a maximum of thirty (30) days can be carried over to an ensuing year.

Classified employees must schedule vacation with their supervisors at least two (2) weeks in advance of the first day of vacation leave, or as required by collective bargaining agreement. 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 seven (7) days after returning to work indicating the type of leave requested and the circumstances requiring the change in leave status, and submits documentation from a physician indicating illness or injury or other documentation requested by the District.

Upon retirement, accrued but unused vacation time can be converted to a cash payment. Such payment shall not cause the district to incur any actuarial costs with the State Retirement System; i.e., exceed the number of days permitted by law for vacation cash-out, and in no event shall the payment be for more than thirty (30) days of unused vacation. Vacation time so converted shall be subtracted from an employee's vacation allotment. The reimbursement shall be at the current per diem rate for each day converted or at the rate provided for in the individual's employment contract/work agreement.

Cross References	Administrative Policy – 5020	Collective Bargaining and Applicability of Policies
	Administrative Policy – 5400	Leaves of Absence
	Administrative Policy – 5406	Leave Sharing
	Administrative Policy – 5409	Discretionary Leave

Legal References:	RCW 1.16.050	Legal Holidays
	RCW 28A.150.050	School Holidays
	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
	WAC 415-112-415	(TRS) accounting method for determining when leave is earned
	AGO 1976 No. 10	Accumulation of sick leave while on leave
	AGO 1980 No. 22	Limitation on compensated leave for school district employees