

Staff Vacations

Each regular full-time classified employee (12 months/year) will accrue vacation leave according to the guidelines (unless an applicable collective bargaining agreement or individual employment contract provides otherwise):

- A. Upon completion of the first year of current continuous employment through 7 years of service, 80 hours (10 days) per year
- B. Upon completion of the 7th year of continuous employment- through 20 years of full-time employment, 120 hours (15days) per year
- C. After completion of 20 years, upon the 21st year of service of full-time employment, 160 hours (20 days) per year

Vacation leave must be taken within the 12-month period following the time when vacation was earned, except that a maximum of 5 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 5 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 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.

Cross References: 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
WAC 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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Mansfield School District
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