

Human Resources
Maurene Stanton
Executive Director of Human Resources

Date: June 15, 2021

To: Stanwood Camano School Board

From: Maurene Stanton

RE: Vacation Day Buy Back

Each district level administrator is allocated vacation days per contract each year. Upon review of contracts in our comparable districts, we became aware that all other districts allow district level administrators to buy back a portion of unused vacation each year. Due to the COVID-19 pandemic, many administrators were unable to utilize their allotted vacation. For this reason, we are asking board approval to allow district administrators, the ability to sell back no more than five (5) days of unused vacation days.

According to current contract language, administrators separating from service have the ability to sell back thirty (30) days per their contracts. We are recommending, due to COVID, to allow them to buy back an additional five (5) days.

We are also recommending the following language be added to district level administrators' contract beginning July 1, 2021:

Upon request, unused vacation days may be annually reimbursed in July of each year, at a rate of one day of pay, at the per diem rate, for each day of unused vacation. The annual maximum number of vacation days for which an administrator may be reimbursed shall be limited to five (5) days.

If you have any questions regarding this letter of agreement, I will be happy to answer them for you.

Recommendation: I recommend your approval of this change to administrators' contracts.