

Personnel

Vacation – Employees

Employees will accrue vacation leave according to their collective bargaining agreement or terms and conditions.

Non-Represented Classified Employees

Regular full-time (12-month), non-represented classified employees will receive ten (10) to twenty-five (25) vacation days per year, based on their regular daily hours and completed years of service.

Vacation leave for employees who work less than 12 months per year will receive compensation in lieu of vacation days. This compensation will be added to the employee's base wages as a percentage based on completed years of service.

Vacation leave must be approved in advance by the employee's immediate supervisor. Leave may be granted or denied consistent with the operational needs of the district, as determined at the district's discretion.

Legal References:	AGO 1976 No. 10	Accumulation of sick leave while on leave
	RCW 41.50.150	Retirement benefits base 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 - Conversations
	WAC 415-112-415	Are cash-outs for annual leave and personal leave included in earnable compensation and/or average final compensation

Classification: Discretionary
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