

Personnel

Vacation –Non-Represented Classified Employees Procedures

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 in Washington Public Schools according to the following schedule:

0 years	10 days
1-4 years	15 days
5-10 years	20 days
11 or more years	25 days

Vacation leave for employees who work less than 12 months per year shall 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 in Washington Public Schools according to the following schedule:

0 years	4%
1-4 years	6%
5-10 years	8%
11 or more years	10%

With prior approval of the employee's immediate supervisor, any unused portion of annual vacation days may be accumulated from year-to-year to a maximum carry-over of thirty (30) days, with the total vacation days available at any one time not to exceed fifty-five (55). (EXAMPLE: 30 days carry-over from August to September plus 25 days for the ensuing year = 55 maximum total allowable vacation days in any year.)

Non-represented classified employees will be permitted to cash out a maximum of five (5) accrued vacation days in excess of the thirty (30) days maximum each year during the month of August. Payment for said cash out will be made during the month of September.

Unused vacation, to a maximum of 30 days, will be compensated upon termination /retirement / resignation in good standing, or death at the then-applicable salary rate, e.g., 1/260th for annual (twelve-month), non-represented classified employees, to the extent consistent with law and without causing the district a financial penalty.

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