

STAFF VACATIONS

Regular full-time employees (12 months/year) shall accrue vacation leave according to the following guidelines (unless an applicable collective bargaining agreement or individual employment contract provides otherwise):

- A. Upon completion of the first year of current continuous employment – 96 hours (12 days) per annum;
- B. Upon completion of the second year of current continuous employment – 104 hours (13 days) per annum;
- C. Upon completion of the third and fourth years of current continuous employment – 112 hours (14 days) per annum;
- D. Upon completion of the fifth, sixth, and seventh years of current continuous employment — 120 hours (15 days) per annum;
- E. Upon completion of the eighth, ninth, and tenth total years of employment – 128 hours (16 days) per annum;
- F. Upon completion of the eleventh year of total employment — 136 hours (17 days) per annum;
- G. Upon completion of the twelfth year of total employment — 144 hours (18 days) per annum;
- H. Upon completion of the thirteenth through the fifteenth year of total employment — 160 hours (20 days) per annum;
- I. Upon completion of the sixteenth through the nineteenth year of total employment — 168 hours (21 days) per annum;
- J. Upon completion of the twentieth through the twenty-sixth year of total employment — 176 hours (22 days) per annum.
- K. Upon completion of the twenty-sixth through the twenty-ninth year of total employment — 184 hours (23 days) per annum.
- L. Upon completion of the thirtieth year of total employment and each year thereafter — 200 hours (25 days) per annum.

Vacation leave must be taken within the 12-month period following the time when vacation was earned, except when district scheduling conflicts with employee schedule. A maximum of 30 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 maximum of 30 days (240) hours. No contributions will be made to an employee's retirement system for accrued vacation leave in excess of 30 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 shall 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 Reference:	Board Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 41.50.150	Retirement benefits based on excess compensation — Employer liable for extra retirement costs
	WAC 415-108-510 415-112-415	(PERS) First-in-first-out (TRS) accounting method for determining when leave earned
	AGO 1976 No. 10	Accumulation of sick leave while on leave

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