

PERSONNEL

Vacations

District employees shall be provided vacations in accordance with the procedures developed by the superintendent or designee. The collective bargaining agreement will supersede policy.

Employees should schedule vacation with their supervisors at least two weeks in advance of the desired starting date. All vacation schedules must recognize the operating needs of the district and are subject to the approval of the supervisor.

Employees may carry over into the next year a maximum number of days equal to one year’s allocation of vacation days.

A staff member who anticipates termination of employment may take accrued vacation prior to the termination date or receive payment in lieu of actual vacation. No contributions will be made to an employee's retirement system for accrued vacation leave in excess of 30 days. Payment for accrued vacation may be made to the estate of a deceased staff member. Administrators and exempt supervisory/professional/technical employees may request once each year for payment of unused vacation days up to a maximum of five (5).

Cross References: 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 (PERS) First-in-first-out
 415-112-415 (TRS) accounting method for determining when leave earned

 AGO 1976 No. 10 Accumulation of sick leave while on leave

Adoption Date: June 14, 2016