

Personnel

Vacation – Annual (Twelve-Month) Employees

Regular full-time employees (12 months/year) will accrue vacation leave according to their collective bargaining agreement or terms and conditions.

Non-Represented Classified Employees

Annual (twelve-month), non-represented classified employees will receive ten (10) to twenty-five (25) annual vacation days per year, exclusive of holidays, dependent on years of service.

Vacation leave for annual (twelve-month), part-time (less than 1.00 FTE) employees will be computed on a pro rata basis.

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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