

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):

<u>Number of Years Service</u>	<u>Number of Annual Leave Days</u>
0-1 years	0 days
1-5 years	10 days
6 years	11 days
7 years	12 days
8 years	13 days
9 years	14 days
10-15 years	15 days
16 years	16 days
17 years	17 days
18 years	18 days
19 years	19 days
20 plus years	20 days

Regular full-time employees may not use any vacation leave until employed for a minimum of six months. Vacation leave for regular part-time employees shall be computed on a pro rate basis.

Vacation leave must be taken within the 12-month period following the time when vacation was earned, except that 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 lump sum payment of unused vacation leave. 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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Pateros School District
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