

Staff Vacations

Regular full-time employees (12 months/year) will accrue vacation leave according Contract Bargaining Agreement.

Vacation leave must be taken within the 12-month period following the time when vacation was earned.

Employees must recognize the operational needs of the district and vacation leave is subject to the approval of the supervisor. Generally employees are expected to schedule vacation time before the start of school in the Fall. However, any employee required to postpone approved vacation due to the needs of the district, will be allowed to take their vacation before December 31st of the current school 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.

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 will 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 References: 5021 - Conflicts Between Policy and Bargaining Agreements

Legal References: RCW 41.50.150 Retirement benefits based 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 — Conversions
WAC 415-112-415 Are cash-outs for annual leave and personal leave included in earnable compensation and/or average final compensation?
AGO 1976 No. 10 Accumulation of sick leave while on leave

Asotin-Anatone School District
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