

## **EMPLOYEE VACATIONS FOR CLASSIFIED EMPLOYEES NOT COVERED BY BARGAINING UNITS OR INDIVIDUAL CONTRACTS**

During the first year of employment regular full-time classified employees (twelve (12) months/year) shall accrue ten (10) working days vacation leave with pay. Regular part-time classified employees (less than twelve (12) months/year) shall accrue pro-rated day's vacation leave with pay. Regular part-time classified employees and regular full-time classified employees who have been employed for less than one (1) year shall receive a pro-rate vacation. An additional day of vacation shall be added each year after the first year to a total of twenty-five (25) days vacation per year. Earned vacation shall be compiled as of September 1 of each year. Each regular part-time employee shall receive a pro-rated vacation of the full-time employee vacation schedule. Employees who have worked longer than one (1) year, upon termination, shall be eligible for pro-rated, accrued vacation. The above listed provisions are applicable, unless a collective bargaining agreement or individual employment contract provides otherwise.

Unused annual vacation leave credits may be accumulated to a maximum of thirty (30) working days, to include present year accumulation for full time employees only.

A part-time employee's vacation time will be paid for the period that includes spring break with the balance to be paid out in July.

Vacation schedules must recognize the operating needs of the district and are subject to the approval of the supervisor.

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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