

## **STAFF VACATIONS**

### Employee Vacations

NOTE: The provisions of this policy apply to all employees except when superseded by provisions of individual employee contracts or collective bargaining agreements.

### Vacation Allowance

#### Classified Personnel

Employees shall accrue ten (10) working days vacation for the first full year of service and each year thereafter one (1) additional day will be added to vacation allowance until it reaches twenty-five (25) working days.

#### Certificated and Classified Management Personnel

Number of annual vacation days as provided in individual employment contract.

#### Vacation Accrual

The district expects employees to annually take vacation days in an amount equal to the employees annual vacation allowance. It is recognized, however, that this is not always possible, thus vacation time may be accrued up to a maximum of thirty (30) days. No more than 30 days vacation allowance will be carried on payroll and personnel records. Vacation days in excess of thirty (30) days accrued and not taken will be lost to the employee and the employee shall not receive "Vacation Cash-Out" for such days.

#### Vacation Days "Cash-Out" at Retirement or Termination Only

Vacation days "cash-out" will only be allowed at retirement or termination. No employee will be compensated for more than thirty (30) days of unused vacation time at time of retirement or termination. The daily compensation rate for such "cash-out" will be the employee's daily per diem rate.

Vacation  
Scheduling/Approval/Reporting

All employees should discuss vacation dates with their supervisor and receive supervisor approval for the dates requested at least four (4) weeks prior to such vacation. Vacation schedules must recognize the operation needs of the district. Employees must file the district Absence Report or Leave Application Form prior to going on vacation.

If a Legal Holiday (as defined in RCW 28A.150.050) should fall within the vacation time, that day shall not apply against vacation allowance.

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	(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

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School District Name: North Kitsap School District