

POLICY - NON-REPRESENTED CLASSIFIED EMPLOYEES VACATION 5334

VACATION

Vacation leave will be earned at the rate of one (1) pro-rated working day per month. Credit for a day's vacation will be given if ten (10) or more days are worked or the employee is in paid status for at least ten (10) days during the calendar month. Less than full-time employees shall earn additional days based upon their FTE. All full-time employees shall earn additional paid days as follows: at the end of three (3) years employment, an additional three (3) days will be granted; beginning with the sixth (6th) year of service, an additional day per year will be granted each year to a maximum of twenty (20) paid days.

Regular full-time employees covered under this policy may not use vacation leave until employed for a minimum of six (6) months.

Full-time employees covered under this policy may carry over accrued vacation to be used in the following year by mutual agreement of the employee and the employer, provided maximum accrual of such vacation shall not exceed forty (40) days. Vacation leave will not accrue during unpaid leaves.

Employees who desire to take their vacation make the requested at least two (2) weeks prior to the first day of the vacation. Subject to modification due to work load requirements and schedules, employees shall be granted vacation for the time stipulated.

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. Such remuneration will be made for accrued vacation leave not to exceed thirty (30) days.

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 with appropriate verification 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: Policy No. 5321
Policy No. 5332

Personnel Leaves
Retirement Programs

Legal References:	AGO 1976 No. 10	Accumulation of Sick Leave While on Leave
	RCW 28A.400.300	Hiring and Discharging of Employees --Seniority and Leave Benefits, Transfers Between School Districts
	WAC 415-108-510	(PERS) First-In-First-Out
	WAC 415-112-415	(TRS) Accounting Method for De- termining When Leave Earned
	WAC 415-110-456	(SERS) Leave Payments Earned Over Time
Adopted:	March 17, 1986	North Thurston School District Board of Directors
Amended:	February 2, 1987 January 17, 1989 September 19, 1994 February 18, 2009	
Reviewed:	October 20, 2009	North Thurston School District Board of Directors