

Employee Vacations

Employees who qualify for vacations days as per their individual employment contract or collective bargaining agreement shall be subject to the following except when superseded by provisions of those agreements.

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 from one contract year to the next. Vacation days in excess of thirty (30) days accrued and not taken by the end of a contract year will be lost to the employee without further compensation from the district.

Vacation Days Cash-out

Vacation days "cash-out" will only be allowed at retirement or termination of employment. No employee will be compensated for more than thirty (30) days of unused vacation time. 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.

Legal Holidays During Vacation Time

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.

This policy shall take effect on September 1, 1996.

Legal References:

RCW 28A.150.050

Adopted January 10, 1996

Formerly: Policy No. 5334