

## **Vacation for Non-represented Group**

Regular full-time (12 months/year, 260 days) unrepresented employees shall be eligible for annual vacation days in accordance with the benefit agreement for their position. Regular full-time employees covered under collective bargaining agreements shall be eligible for annual vacation as negotiated in the bargaining agreement.

Full time employees are defined as those working a 40-hour week on a 12-month contract. Those working less than a 40-hour workweek on a 12-month contract shall receive annual vacation in the amount prorated based on the fraction of the 40-hour week worked. Regular full-time employees may not use any vacation leave until employed for a minimum of ninety (90) days.

Employees eligible for earning and accruing vacation are expected to utilize that benefit each year. Occasionally, job responsibilities make utilization of the entire vacation entitlement for a given year difficult to exhaust. Earned but unused vacation time can be carried over to an ensuing year. The benefit statements will outline the maximum carryover available for each group of non-represented employees. If the benefit statement provides guidelines for vacation cash out, the employees may cash out a specified amount of vacation on an annual basis. Annual maximums are subject to the benefit statements for each non-represented group. Vacation cash out will be processed through payroll and subject to mandatory taxes. (PERS 1 employees are limited to amounts prescribed by retirement excess compensation rules, regardless of the benefit statement limits.)

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 in excess of 30 days. If an employee leaves their employment before the end of the year, vacation accrual will be prorated for actual days worked. In no event will accrued leave be paid at retirement / severance that would result in excess compensation cost (including penalties) to the district.

Employees must request advance approval from their supervisors for vacation leave. Vacation schedules must recognize the operational needs of the district and are subject to the approval of the supervisor.

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 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 - 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 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

**Adoption Date: 12.18**

**Classification: Discretionary**

**Revised:**