

5411: STAFF VACATIONS

Regular full-time employees (12 months/year) shall accrue vacation leave according to the applicable collective bargaining agreement or individual employment contract.

Use of any vacation leave is subject to collective bargaining agreement guidelines. Vacation leave for regular part-time employees (12 months/year) shall be computed on a pro rate basis.

A maximum of thirty (30) days of unused vacation may be accumulated and carried over to the following year.

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 thirty (30) days.

Classified employees must schedule vacation with their supervisors according to the guidelines stipulated in the applicable collective bargaining agreement. 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 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

Adoption Date: March 2005
Camas School District