

Vacation

The Board of Directors will provide annual vacation to all classified and administrative employees who are assigned an FTE of .50 or above and are scheduled to work at least 238 days per year.

No employee shall earn more than twenty five (25) days of vacation per year of employment.

General Provisions

The department head, or his/her designee(s), shall be responsible for approval of all requests for vacation leave.

Every attempt will be made to schedule vacation leave consistent with employee requests. However, employees may be required to schedule vacation leave to meet the needs of the program, department and/or the ESD.

In the event an employee's vacation leave is scheduled to include one or more holidays the employee will not be charged vacation leave for the holidays if he/she is otherwise eligible to be paid for the holiday(s).

Vacation leave is not available to employees until after having served six (6) consecutive months of employment in a new position. Limited exceptions may be granted upon approval of the department head and Human Resources.

Employees accrue vacation leave for their first month of employment if they begin working on or before the fifteenth (15th) day of the month and actually work continuously through the rest of that month.

On December 31 of each year employee vacation balances cannot exceed 240 hours. On that date each year, vacation balance hours in excess of 240 hours will be canceled. Exceptions may be made in unusual circumstances upon approval by the Superintendent. Vacation carried over under this provision will not be compensated when the employer terminates employment.

Terminating employees do not receive vacation leave credit for the month in which they terminate unless they have actually worked continuously through the fifteenth (15th) day of that month.

When employees voluntarily terminate their employment or are terminated after one (1) full year of continuous service, they are entitled to termination pay in lieu of vacation not to exceed 240 hours. In case of death, termination pay is paid to the estate of the employee.

Employees hired prior to September 1, 2000, who were eligible for vacation will continue to accrue vacation leave consistent with the policy in place at the time of hire. Exceptions are employee groups where salary schedules were modified to reflect a change in vacation eligibility.

Employees who terminate their employment and return to the ESD will accrue vacation at a rate that recognizes prior months of service.

Administrative Employees

Eligible full-time administrative employees shall earn vacation for each month of completed service as follows:

Years 1 - 5	13.33 hrs/mo	(20 days/yr)
Years 6 & up	16.67 hrs/mo	(25 days/yr)

Part-time employees shall have their accrual prorated based on FTE.

Classified Employees

Eligible full-time employees placed on Levels A through F of the Classified and Early Head Start Salary Schedules, and Levels A through C of the ECEAP Salary Schedule accrue vacation leave for each month of completed service as follows:

Years 1 - 4	12 days/yr	(8 hrs/mo)
Years 5 - 9	15 days/yr	(10 hrs/mo)
Years 10 - 20	20 days/yr	(13.33 hrs/mo)
Years 21 & up	25 days/yr	(16.67 hrs/mo)

Eligible full-time employees placed on Levels G through J of the Classified Salary Schedule, Level D of the ECEAP Salary Schedule, the Senior Program Manager, Technical/Supervisory, and Construction Services Salary Schedules accrue vacation leave for each month of completed service as follows:

Years 1 - 4	15 days/yr	(10 hrs/mo)
Years 5 - 20	20 days/yr	(13.33 hrs/mo)
Years 21 & up	25 days/yr	(16.67 hrs/mo)

Eligible regular part-time employees shall have their accrual prorated based on FTE.

The Superintendent may approve vacation accrual for new employees in increments that differ from the amount in the policy when a new employee has several years of experience in a comparable job, is earning more vacation than the amount provided in this policy, and the circumstances warrant approval of additional vacation. In no case will an employee accrue more than twenty-five (25) days per year.

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: **4-10-75**

Revised Dates: **1-23-79; 6-24-82; 2-26-85; 3-29-88; 2-20-90; 3-26-91; 2-23-93; 2-21-95; 9-26-95; 2-25-97; 6-26-01; 2-20-07; 8-28-08; 8-23-11; 8-28-15; 1-1-17; 9-25-17**

Renumbered: **308 to 5411 1-1-17**