

**OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE
VACATION LEAVE**

5400 P9

Vacation Leave Accrual

Vacation leave, also referred to as annual leave, shall be granted to eligible classified and professional-technical employees whose position is 260 days, September 1 to August 31, on the following basis (unless individual employment contracts provide otherwise):

	Days earned per year
First five years of continuous service.....	15 days
Completion of six years of continuous service	16 days
Completion of seven years of continuous service.....	17 days
Completion of eight years of continuous service.....	18 days
Completion of nine years of continuous service.....	19 days
Completion of ten years of continuous service	20 days
Completion of eleven years of continuous service	21 days
Completion of twelve years of continuous service	22 days
Completion of thirteen years of continuous service	23 days
Completion of fourteen years of continuous service.....	24 days
Completion of fifteen years of continuous service.....	25 days

Vacation leave shall be awarded on a pro-rated basis for classified and professional- technical employees whose position is 260 days, September 1 to August 31, but less than 8 hours per day.

Vacation leave shall also be pro-rated for newly eligible employees whose beginning work date is after September 15, or for eligible employees working less than a full year.

All employees earning vacation leave may be permitted to accumulate unused vacation leave up to and including a maximum of thirty (30) days which will be paid on termination. An employee may accumulate vacation leave in excess of 30 days provided that such leave accumulated in excess of 30 days will be forfeited on the employee's next vacation leave accrual anniversary.

Employees on leave without pay for 15 or more calendar days during a month will not earn vacation leave for that month.

Leave Requests

Employees are advised to schedule vacation leave as far in advance as possible with the approval of their supervisors.

Requests for vacation leave must be submitted in the Employee Access System (Skyward) and pre-approved in the system by employee's immediate supervisor.

Any changes to scheduled vacation leave should be coordinated with the employee's supervisor.

Leave Exceptions and/or Restrictions

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 will 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.

Employees resigning or retiring cannot use vacation leave after the employee's last work day.

Vacation Leave Cash Out

Cash out will be limited to a maximum of 30 days per year except in unusual circumstances as explicitly approved by the Board of Directors in advance in an employment contract. Vacation Leave can be cashed out at the time an employee terminates employment, retires from OESD, transfers to an ineligible position; or upon the employee's death. Such cash-out will be based on the employee's rate of pay at the time of termination, retirement, or death; or the rate of pay for the position from which the employee is transferring.

Converted from Procedure 5411 Vacation Leave: February 21, 2019

Revised: September 16, 2021