

PERSONNEL

Staff Vacations

Administrators

As of September 1 of each year, any administrator not otherwise contracted shall earn twenty (20) days of paid vacation during his/her first five (5) years of service. An administrator working less than one (1) year shall receive vacation pay pro-rated on the twenty (20) days.

After five (5) years of service, the administrator shall earn twenty-five (25) days of paid vacation the first year and one (1) additional day per year thereafter to a maximum of thirty (30) days per year.

A maximum of thirty (30) days of vacation credit may be accumulated. Any vacation days in excess of this maximum must be used prior to December 31 of that year or be forfeited.

In his/her final year of employment prior to retirement, an administrator may accumulate a maximum of fifty-five (55) vacation days to be used following his/her last working day.

Cross Reference:

(cf. 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

WAC 415-112-415 (TRS) accounting method for determining when leave earned

AGO 1976 No. 10 Accumulation of sick leave while on leave

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