

ANNUAL LEAVE/VACATION

Annual leave/vacation will be granted to year-round (260 days) full-time certificated and classified professional/technical employees based on years of employment as follows:

Years	Classified (Non-Exempt)	Prof Tech (Exempt)
0	12	20
1	13	20
2	14	21
3	15	21
4	16	22
5	17	22
6	18	23
7	19	23
8	20	24
9	21	24
10	23	25
11+	23	25

- 1) Annual leave is to be credited monthly as it is earned. Employees may use earned annual leave with prior approval and it may be accessed in fifteen (15) minute increments. Each individual certificated employee's contract with the agency will determine whether the employee is eligible for vacation leave.
- 2) Annual leave will be prorated for part-time (less than 40 hours per week) classified support employees. See Policy 5000 for definitions of employee categories.
- 3) A maximum of two (2) years of earned annual leave may be accumulated, and the total may be used at any one (1) time by prior arrangement with the Superintendent. The exception to a two (2) year accrual would be programs/grants with the fiscal year restrictions on carry over.
- 4) All employees may take termination pay in lieu of leave upon separation for any outstanding leave up to thirty (30) days maximum by prior arrangement with the Superintendent.

First Reading:  
Second Reading: 08/27/84 (as 4610)  
Revised: 03/27/91 (as 4610)  
Revised: 11/25/91 (as 4610)  
Revised: 10/27/93 (as 4610)  
Revised: 05/23/01 (recodified 5411)  
Revised: 01/22/03  
Revised: 09/24/03  
Revised: 10/26/16  
Revised: 06/28/17  
Revised: 12/15/21

Reference:  
RCW 28A.310.200  
RCW 28A.310.220  
RCW 28A 310.240

Cross Reference:  
Policy 5000