

Vacations – Non-Bargaining – Full-Time Personnel

Non-represented personnel employed by the Clover Park School District on a full-time annual schedule shall accrue vacation leave from the date of employment with pay according to the following guidelines (unless an applicable individual employment contract provides otherwise):

- A. Certificated employees will be allocated vacation at the start of their contract year, July 1st. Should a certificated employee start employment after that date s/he will be allocated a prorated amount of vacation that corresponds to the amount of time s/he has remaining in the contract year.
- B. Classified employees will be allocated vacation at the start of the fiscal year, September 1st. Should a classified employee start employment after that date s/he will be allocated a prorated amount of vacation that corresponds to the amount of time s/he has have remaining in the fiscal year.

Those employees who work less than an annual schedule shall receive monthly pay in lieu of vacation. That amount will be prorated in accordance with the number of hours worked.

The superintendent may schedule vacations commensurate with the requirements of the district and the desires of the employee for periods of not more than thirty (30) working days. Authorized vacation time taken in excess of the employee's accrued and/or accumulated vacation time shall be without pay.

Personnel separated from district employment, who have been employed for twelve (12) or more consecutive months, shall be paid for accumulated and/or accrued vacation not to exceed thirty (30) working days.

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

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

CLOVER PARK SCHOOL DISTRICT

Policy Series: Personnel

Policy No. 5411

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: 01.09.61

Former Policy Number: 5334

Clover Park School District

Revised: 12.29.82; 06.12.95; 07.08.02; 08.13.12

Discretionary