

POLICY NO. 4320
Adopted: 6-29-88

VACATION FOR PERSONNEL

POLICY:

In order to meet the guidelines established in collective bargaining laws and RCW 41.50, the Lake Stevens School District hereby establishes the following procedures relative to vacation leave.

VACATION FOR PERSONNEL

PROCEDURES:

1. Represented Employees

All regular twelve-month represented employees shall be eligible for annual vacation days in accordance with their respective collective bargaining agreement.

2. Nonrepresented Employees

All nonrepresented employees shall be eligible for annual vacation days in accordance with Policy No. 4200.

3. Approval of Vacation Leave

Vacation leave for nonsupervisory and supervisory personnel must be approved in advance by the employee's immediate supervisor.

4. Payment of Vacation Upon Separation of Employment

4.1 Separation from Employment. Upon separation from employment, employees are eligible to receive compensation for accumulated vacation at the then applicable rate of pay in the amount not to exceed thirty (30) days, or such lesser amount as may be necessary so that the District avoids financial penalty or legal constraint.

4.2 Vacation Accounting. For the purposes of vacation accounting, vacation days shall be deemed used in the order in which they are earned.