

Annual Leave / Vacation

Annual leave/vacation will be granted to employees as follows:

1. During the first year of employment, year-round (260 days) full-time salaried administrators and certificated employees shall be granted fifteen (15) days of annual leave. After the first year of employment, employees shall be granted twenty (20) days of annual leave per year. Employees may use earned annual leave with prior approval. This leave will be credited monthly as it is earned and may be accessed in fifteen (15) minute or longer increments. After ten (10) years of service, an employee is to receive twenty-two (22) annual leave days per year.
2. The Superintendent shall accrue vacation leave as established by the Superintendent's contract.
3. Full-time classified support staff shall be granted twelve (12) days of annual leave during the first year of employment. After the first year, employees shall receive one (1) additional day per year for each year of service. This leave will be credited monthly as it is earned and may be accessed in fifteen (15) minute or longer increments. The maximum vacation leave accrual is twenty-two (22) days per year.
4. Annual leave will be prorated for part-time (less than 40 hours per week) year-round employees. See Policy 5000 for definitions of employee categories.
5. The maximum vacation leave accrual for any employee is twenty-two (22) days per year accumulated to a maximum of 30 days as measured on August 31 of each fiscal year.
6. All vacation leave must be approved in advance by the Superintendent or designee and may be allowed up to the number of days already earned.
7. Upon termination of employment, any accumulated vacation leave should be used prior to termination if feasible. If not feasible, ESD 123 shall pay the employee for unused vacation leave not to exceed 30 days.

First Reading: 12/16/21
Second Reading: 1/27/22
Adoption: 1/27/22

Reference:

[RCW 28A.310.200 ESD board—Powers and duties—Rules.](#)
[RCW 28A.310.220 ESD board—Delegation of powers and duties to superintendent.](#)
[RCW 28A.310.240 Employee leave policy required.](#)

Cross Reference:

[Policy 5000 - Staff Recruitment, Selection, and Assignment](#)