

Staff Vacations and Holidays

Purpose

The purpose of this policy is to document holidays observed by Valley School District, and to define and outline the accrual and use of vacation leave.

Scope

This policy applies to regular full-time and part-time Valley School District employees.

Policy

1. VACATIONS

1.1. Regular full-time hourly employees working twelve (12) months per year shall accrue vacation leave according to the following guidelines (unless an applicable individual employment contract provides otherwise):

1.1.1. In the first year of employment, ten (10) days paid vacation will be granted, with an additional day per year granted to a maximum of twenty-five (25) days. Staff members may accrue up to a maximum of thirty (30) vacation days in any fiscal year. This maximum annual vacation leave balance includes the vacation days granted for the new fiscal year each September 1st. Should a staff member's vacation leave balance be over 30 days (240 hours) on September 1st, any hours or days of vacation leave over 30 will be forfeited and removed from the leave balance.

1.1.2. The vacation day accruals in section 1.1.1. are based on full-time employment (eight hours per day). Part-time, twelve-month employees will earn vacation leave on a pro-rata basis. All current twelve-month employees who were employed prior to the implementation of this policy will be given pro-rata vacation credit for their previous years of service.

1.1.3. Vacation leave may not be taken during the first ninety (90) calendar days of employment, unless approved by the supervisor. Leave must be approved in advance by the employee's immediate supervisor. Leave requests may be granted or denied consistent with the operational needs of the district, as determined by the district.

1.1.4. Upon termination of employment, payment will be made for current unused accrued vacation, subject to the maximum allowed, at the employee's per diem rate at the time employment terminates.

2. HOLIDAYS

Regular full-time employees (12 months per year) will receive eleven-and-one-half paid holidays each year. These holidays include: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, the day

before Thanksgiving (1/2 day), Thanksgiving Day and the day after Thanksgiving, Christmas Eve Day, and Christmas Day.

Related Procedures

5404P1-Family, Maternity and Caregiver Leave

5406P1-Sharing Sick Leave

Policy Cross References

5404-Family, Maternity and Caregiver Leave

5406-Sharing Sick Leave

5409-Unpaid Holidays for Reasons of Faith or Conscience

5413-Compensated Leave

5414-Inclement Weather Leave

Policy Legal References

RCW 1.16.050 – Legal holidays and legislatively recognized days

RCW 28A.150.050 – School Holidays

Chapter 357-31 WAC – Holidays and Leave

Management Resources

Policy Alert, June 2018, WSSDA

Policy History

Action:	Date:
Approved by the Board	September 17, 2008
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Revised	September 19, 2012
Revised	August 16, 2017
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Revised	

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