



Policy HR 12.15 Vacation Leave

Adopted by the Library Board of Trustees: 01/24/2013
Revised: 02/23/2017

New employees who are represented by a Collective Bargaining Agreement (CBA) must satisfactorily complete a probationary period to be entitled to the use of accrued vacation leave. No vacations may be taken during the first six (6) months of employment without prior approval of the Library Director. Vacation leave accrues at the end of each pay period and may not be used before it accrues.

Regular part-time employees will receive vacation on a pro-rata basis, according to hours the employee is budgeted. Temporary, on-call employees and non-benefitted employees are not eligible for vacation leave. Employees do not accrue vacation or sick leave benefits during a leave of absence without pay.

Each Branch Manager and Department Manager is responsible for scheduling his/her employees' vacations without undue disruption of branch or department operations. Leave requests should normally be submitted a minimum of two weeks prior to taking vacation leave. A supervisor may deny a request for vacation usage because of work demands or may cancel a vacation leave in case of an emergency. Any disputes in vacation usage may be informally taken to the Branch Manager or Department Head and his/her determination shall be final.

1. Accrual of vacation leave

Regular full-time employees accrue vacation leave according to the following schedule of continuous service with the Library.

Years of Continuous Service	Hours Accrued per Year	Days Accrued per Year
1-9	112.50	15
10-15	165.00	22
16 or more	187.50	25

Part-Time employees accrue vacation leave according to the same schedule of continuous service as a full-time employee, except that the accrual rate shall be pro-rated based on the number of hours budgeted per week for that employee.

The Library Director may authorize vacation leave accrual for a new employee above entry-level rates.

2. Vacation accrual cap

Since paid vacation time is only of benefit to the employee if taken, any accrued vacation time in excess of 225 hours for full-time employees, 135 hours for 22.5 hours per week part-time

employees, and 169 hours for 28 hours per week part-time employees that is not taken by the end of any calendar year shall be lost unless the Library Director or designee determines that it has been necessary to delay the employee's vacation due to work requirements.

Any employee who desires to carry over more than two hundred twenty five (225) hours of unused vacation time for full-time employees, one hundred thirty five (135) hours of unused vacation time for 22.5 hours per week part-time employees, or one hundred sixty-nine (169) hours of unused vacation time for 28 hours per week part-time employees, from one calendar year to the next must receive the prior approval from the Library Director. Failure to request the carry-over of vacation time will result in the automatic loss of that time. The Director or designee will consider requests to carry-over vacation time on a case-by-case basis. In certain circumstances the Director may choose to authorize payout or partial payout of excess vacation leave instead of carry-over. Criteria taken into account when considering whether a vacation time carry-over request should be approved and/or whether alternative payout should be authorized include the employee's history of vacation use and carry-over, the work load demands of the employee over the past year, and anticipated work load demands for the coming year.

3. Vacation accrual during probationary period

Employees who are in probationary status shall accrue vacation time, but vacation cannot be taken until the employee has successfully completed the probation period.

4. Payment for unused vacation time upon separation from employment

An employee who has completed probation and who resigns with a minimum of two (2) week written notice or is terminated shall be paid his/her accrued but unused vacation time through the date of separation. Eligible employees whose employment is terminated by reduction in force, resignation, dismissal or retirement, and who have accrued vacation leave shall be paid for unused vacation leave as established in this Manual. In the event of an employee's death, payment shall be made in accordance with the provisions of RCW 49.48.120 pertaining to payment on employee's death.

5. Rate of pay

All vacation time paid shall be at the employee's current straight-time rate of pay.

6. Vacation scheduling

An employee may request vacation leave but prior approval of the supervisor should be secured before concrete plans are made. If conflicts among vacation leave requests arise within a work group, the supervisor will generally approve vacation requests on a first-come, first-served basis. Generally only one individual from a work group will be given vacation approval at any time.

An employee shall not be permitted to work and receive vacation compensation simultaneously.

7. Changing vacation time in event of illness

An employee, who, while on paid vacation leave, suffers a disability or illness which requires confinement to home and is under the care of a physician may apply in writing for sick leave to be substituted for vacation leave beginning on the first day of confinement. Vacation leave pay and sick leave pay shall not be payable for the same period of time.

8. PERS I cap

A PERS I employee's accrued and unused vacation and sick benefits payable upon resignation or retirement in total shall not exceed two hundred forty (240) hours. (RCW 41.50.150)

9. Administration

The Library Director is responsible for administering this policy.