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HUMAN RESOURCES

www.bsd405.org

Date: June 3, 2020

TO: AISP – Full Year Employees
CTSA
Custodians
Certified Administrators
Maintenance Employees
Mechanics
Cabinet

FROM: Jeffrey J. Thomas, Ed. D., Assistant Superintendent of Human Resources

RE: Vacation Carryover Cap

Due to the impact of the current pandemic, employee schedules and working conditions, The District will increase the vacation carryover cap of 352 hours by 80 hours (equal to 2 weeks of vacation) for the next year, as delineated below:

- Normal Vacation Carryover Cap – 352 hours (equal to 8 weeks and 4 days or 44 days), 368 hours for Warehouse personnel
- Vacation Carryover Cap, effective July 1, 2020 – 432 hours (equal to 10 weeks and 4 days or 54 days) – for Cabinet and Certificated Administrators
- Vacation Carryover Cap, effective September 1, 2020 – 432 hours (equal to 10 weeks and 4 days or 54 days) – for Maintenance, Full Year AISP, Custodians, CTSA Full Year, Mechanics
- Normal Vacation Carryover Cap, effective July 1, 2021 – 352 hours (equal to 8 weeks and 4 days or 44 days) – for Cabinet and Certificated Administrators
- Normal Vacation Carryover Cap, effective July 1, 2021 – 352 hours (equal to 8 weeks and 4 days or 44 days), 368 hours for Warehouse personnel

Please check your vacation balance in Employee Online to determine if this change will impact your current accrual.

For Collective Bargaining Agreement or Contract References, see below:

Certificated Administrators – Article 5, Section 8, p. 11-12
SEIU AISP – Full Year Employees Only – Article 6, Section 6.2, p. 25-26
CTSA Full Year Employees – Procedure 5008P, Section V. p. 7
MEA (Maintenance) – Article 6, Section 2, p. 11-12
IAM (Mechanics) – Article 4, Section 2, p. 10-11
IUOE (Custodians) – Article 24, Section 24.1.1, p. 20
SEIU Warehouse – Article 6, Section 2, p. 21 (maximum carryover is 368 hours)