

## Annual Vacations

An employee's annual vacation shall be scheduled with the employee's supervisor at a time most convenient to the work schedule of the department or building but, insofar as possible, in accordance with the wishes of the employee in any amount up to the total of his/her earned vacation credits. The operation of the department/building should be the primary factor when scheduling annual vacation for employees, except as necessary to comply with the Family Care Act.

Cross Reference:	Board Policy 5021	Applicability of Personnel Policies
Legal References:	RCW 41.50.150	Retirement benefits based on excess compensation — Employer liable for extra retirement costs
	WAC 415-108-510	Treatment of cash payments made in lieu of unused leave — First-in-first-out accounting method for determining when leave earned — Forms of leave deemed excess compensation — Conversions
	415-112-415	Are cash-outs for annual leave and personal leave included in earnable compensation and/or average final compensation?
	AGO 1976 No. 10	Accumulation of sick leave while on leave