



POLICY 4728

**ANNUAL (VACATION) LEAVE POLICY
FOR ADMINISTRATIVE/EXEMPT EMPLOYEES**

POLICY

Accrual:

Annual leave shall be granted to administrative/exempt employees on the basis of two days (16 hours) per calendar month in which the employee is in paid status for ten (10) or more days. Accrual shall commence with the employee's first day of scheduled work and shall be available to the employee immediately upon accrual. For employees working less than full time, leave shall be pro-rated accordingly. Administrative/exempt employees on full-time, twelve-month contracts shall accrue 24 days per year.

Employees who receive temporary administrative/exempt contracts do earn annual leave, which must be used during the course of their employment at Shoreline Community College. All annual leave accumulation remaining as of their date of separation will automatically be extinguished.

Accumulation:

Unused annual leave may be accumulated up to a maximum of sixty (60) days. However, there are two methods which allow annual leave to be accumulated above the maximum:

- A. An administrative/exempt employee may accumulate annual leave in excess of the maximum each fiscal year; however, if the leave is not used prior to the administrative/exempt employee's anniversary date of each year, the leave in excess of the maximum will be automatically extinguished and considered to have never existed.

- B. If an administrative/exempt employee's request for annual leave is deferred by reason of the convenience of the College President or his/her designee, and a written statement of necessity is filed with the Vice President for Human

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Resources, then the leave in excess of sixty (60) days may be carried forward until the employee's next anniversary date of employment with the College.

- C. A statement of necessity will be noted in the employee's personnel file.

Approved by:

Board of Trustees4/23/03

Done in Open Meeting by the Board this 23rd day of April, 2003

Board of Trustees

Shoreline Community College

By: /s/ Edith Loyer Nelson
Chair of the Board

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PROCEDURAL GUIDELINES

A. Usage

All annual leave must receive prior approval by the College President or his/her designee in advance of the effective date unless it is used in lieu of sick leave. Requests shall be submitted on the standard *Administrative/Exempt/Classified Request for/Report of Leave* form to the employee's administrative supervisor and, when approved, it shall be forwarded to the Payroll Office for recording. Any modifications to the approved leave requests (leave shortened or extended, etc.) must be sent to the Payroll Office as soon as possible after the modification is approved.

Annual leave should be scheduled at a time convenient to the College, the determination of which shall rest with the President or his/her designee. When possible, leave will be scheduled in accordance with the wishes of the employee in any amount up to his/her earned leave balance.

Annual leave may not be used in advance of its accrual.

B. Annual Leave Cash Out

Cash payment in lieu of accumulated annual leave may be made up to a maximum of thirty-five (35) days under the following conditions:

1. Upon resignation, with two weeks notice, except in cases where an administrative/exempt employee transfers to another Washington State agency/institution, in which case the College will reimburse the transferring employee for the difference between the amount accepted by the receiving agency/institution and any accrued leave of up to thirty-five (35) days;
2. Upon lay-off or dismissal;
3. Upon retirement (only 30 days leave accrual is computed in DRS retirement computation);
4. Upon return to faculty status; or
5. At death.

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C. Transfer of Annual Leave

An administrative/exempt employee transferring to Shoreline Community College from another state agency/institution, who has been accruing annual leave, shall be eligible to transfer in up to thirty (30) days annual leave.

There is no option to provide compensable terminal annual leave pay in lieu of transfer of an individual's annual leave balance.

Approved by:

President's Executive Staff.3/10/03

Revised6/16/03