



PROCEDURE

Policy Name:	Annual Leave for Admin/Exempt
Policy Number:	4728
Applicable Code/Law:	RCW 43.01.042, 41.50.152; WAC 415.02.140

Definitions

Excess Leave – Leave accrued by the employee above the maximum accrual amount as of the employee’s leave anniversary.

Leave Anniversary – The month in which the employee’s leave accrual eligibility began.

Maximum Leave Accrual Amount – 60 days or 480 hours.

Temporary Administrative/Exempt Staff– Employees in a position with temporary or time-specific period of employment or funding such as for grants or project employment.

Procedural Guidelines

Administrative/exempt staff shall adhere to the following procedures regarding annual (vacation) leave at the College.

1. Accrual

- a. Employees may accumulate annual leave in excess of the maximum amount, however if the leave is not used prior to the employee’s anniversary date each year, the leave in excess will be automatically extinguished.
- b. Requests to extend excess leave not used by the anniversary date should be submitted in writing to the HR unit administrator for consideration of approval.

2. Usage

Annual leave should be taken at a time convenient to the College, the determination of which shall rest with the position supervisor or designee.

- a. Requests for the usage of annual (vacation) leave must be made in advance and approved by the position supervisor prior to use, except in the emergent event it is used in lieu of sick leave.

- b. Reporting of annual leave taken must be submitted through the Time and Leave Reporting (TLR) system no later than the end of the pay period during which it was used. Supervisors are responsible for ensuring staff accurately submit all leave taken in a timely manner.
- c. Annual leave may not be used in advance of its accrual.

3. Cashout

In accordance with policy 4727, cash payment of accumulated annual leave is not applicable to temporary administrative/exempt positions. Cash payment in lieu of accumulated annual leave for all other administrative/exempt positions may be made up to a maximum of thirty-five (35) days under the following conditions:

- a. Upon resignation, with two weeks notice, except in cases where an administrative/exempt employee transfers to another Washington State agency/institution.
 - i. In the event of transfer to another Washington State agency/institution, 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.
 - ii. Upon layoff or dismissal.
 - 1. Upon retirement up to a maximum of 30 days (240 hours) reported to the Department of Retirement Systems, with the additional 5 days (40 hours) will be submitted as excess compensation.
 - iii. Upon return to faculty status; or
 - iv. At death.

4. Transfer of Annual Leave

An administrative/exempt employee transferring to Shoreline Community College from another Washington State agency or institution who has been accruing annual leave shall be eligible to transfer in up to thirty (30) days of annual leave. Note: There is no option for the College to provide compensable terminal annual leave in lieu of transfer of an individual's annual leave balance.