Operating Procedure No. 5400P

Human Resources

ANNUAL LEAVE

Regular full-time employees on the Administrative Salary Schedule shall receive twenty-four (24) days annual leave each year (260-day full-year/eight hours) which accrues at two days (16 hours) per month. Part-time employees are granted annual leave on a pro-rated basis, provided the employee is operating in a paid status. Paid status means that the employee is earning wages and is not on unpaid leave such as family medical leave, or other discretionary unpaid leave.

Hourly, Occasional, and On-Call employees are not eligible for annual leave.

Professional Support Association employees shall be covered by the negotiated contract.

**ACCUMULATION OF ANNUAL LEAVE**

Annual leave days may be accumulated up to a maximum of 240 hours. Employees shall be eligible to use annual leave after it is accrued. Accumulated leave hours are posted on a monthly basis and appear on the employees check history via Employee Access. It is the employee's responsibility not to exceed the 240 hours. After 240 hours are accumulated and no leave time is taken by the employee, leave hours will cease to be earned. Employees paid from categorically funded programs or projects must use accumulated days prior to the ending date of the funding period of said program or project unless authorized by the Superintendent.

**LEAVE SCHEDULING AND USE**

Every attempt will be made to grant leave time to suit the convenience of the employee. However, employees may be required to modify their leave requests to ensure adequate coverage of departmental functions at all times, provided that each employee shall be permitted to use consecutively the leave days accumulated during the year. Employees must enter their annual leave used into Employee Access (EA) no later than the end of the month in which the leave is used.

In the event the employee becomes sick while out on annual leave, the employee may request through his/her supervisor that the applicable annual leave be converted to sick leave, provided that the employee has accrued sick leave available.

Annual leave may be used, at the employee's option, to care for family members as defined in WAC 296-130 and RCW 49.12.270.

A request for leave must be communicated to the supervisor prior to taking the accrued leave.

**ANNUAL LEAVE BUY BACK**

All employees who have accrued annual leave are eligible to buy back up to 5 (five) annual leave days (pro-rated for part time staff) per fiscal year. Annual leave buy back requests shall be made via the [Annual Leave Buy Back Request form (5400F)](https://pugetsoundesd.sharepoint.com/:b:/t/BusinessOffice/EZcvITh2PDNOtVCWE4_n6QwBT3_hyBOQW35sykquNoEg4w?e=kRV5RE).

**Union staff: Please refer to the Collective Bargaining Agreement.**

**ANNUAL LEAVE PAY ON SEPARATION**

All employees separating employment or converting from year-round to school-schedule status will be paid for all accumulated, unused annual leave based on the effective date of separation or conversion as follows:

1st – 15th of the month: Paid via current month’s payroll

16th – the end of the month: Paid via the following month’s payroll

When an employee provides notice of resignation or retirement, use of annual leave is not permitted during the last two weeks of employment.

**UNPAID LEAVES**

The Superintendent or the Executive Director of Human Resources & Organizational Development has discretion to consider providing unpaid leave to employees in certain circumstances, such as FMLA, WA Paid Family Leave, or instances when staff do not qualify for formal leave. The option to provide unpaid leave does not obligate PSESD to do so or in any way limit or prevent the ESD from pursuing other responses. The use of unpaid leave is not intended to be used to extend annual leave or in lieu of annual leave.

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