

ARTICLE 12

VACATION LEAVE

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3 **12.1** Employees will retain and carry forward any eligible and unused vacation leave
4 that was accrued prior to the effective date of this Agreement.

5 **12.2 Vacation Leave Credits**

6 Full-time and part-time employees will be credited with vacation leave accrued
7 monthly, according to the rate schedule and vacation leave accrual below.

8 **12.3 Vacation Leave Accrual**

9 Full-time employees will accrue vacation leave according to the rate schedule
10 below under the following conditions:

11 A. Employees working less than full-time schedules will accrue vacation leave
12 on the same proportional basis that their appointment bears to a full-time
13 appointment.

14 B. The scheduled period of cyclic year position leave without pay will not be
15 deducted for purposes of computing the rate of vacation leave accrual for
16 cyclic employees.

17 C. Vacation leave will not accrue during leave without pay which exceeds ten
18 (10) working days in any calendar month, nor will credit be given toward
19 the rate of vacation leave accrual except during military leave without pay.

20 D. Vacation leave accruals for the prior calendar month will be credited and
21 available for employee use the first of the next calendar month.

22 E. Employment in positions not accruing leave is not credited for continuous
23 or total state employment.

1 **12.4 Vacation Leave Accrual Rate Schedule**

<u>Full Years of Service</u>	<u>Monthly Rates</u>	<u>Hours per Year</u>
<u>During the first, second, third, and fourth years of continuous state employment</u>	<u>11 hours, 20 minutes</u>	<u>One hundred thirty-six (136)</u>
<u>During the fifth and sixth years of total state employment</u>	<u>11 hours, 20 minutes</u>	<u>One hundred thirty-six (136)</u>
During the seventh, eighth and ninth years of total state employment	12 hours	One hundred forty-four (144)
During the tenth, eleventh, twelfth, thirteenth and fourteenth years of total state employment	13 hours, 20 minutes	One hundred sixty (160)
During the fifteenth, sixteenth, seventeenth, eighteenth and nineteenth years of total state employment	14 hours, 40 minutes	One hundred seventy-six (176)
During the twentieth, twenty-first, twenty-second, twenty-third, and twenty-fourth years of total state employment	16 hours	One hundred ninety-two (192)
During the twenty-fifth year of total state employment	16 hours, 40 minutes	Two hundred (200)

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12.5 Vacation Scheduling for 24/7 Operations

Vacation requests will be considered on a first-come, first-served basis. In the event that two (2) or more employees request the same vacation period, the supervisor may limit the number of people who may take vacation leave at one (1) time due to business needs and work requirements.

12.6 Vacation Scheduling for All Employees

- A. Vacation leave will be charged in the amount actually used by the employee.
- B. When considering requests for vacation leave, the Employer will take into account the desires of the employee but may require that leave be taken at a time convenient to the Employer. The Employer may designate black-out periods to address operational needs with advance notice. The Employer may approve vacation requests during the black-out period on a case-by-case basis.
- C. Employees will not request or be authorized to take scheduled vacation leave if they will not have sufficient vacation leave to cover such absence at the time the leave will commence.
- D. Vacation leave will be approved or denied within ten (10) calendar days of the request. If the leave is denied, a reason will be provided in writing.

12.7 Family Care Leave

Employees may use vacation leave for care of family members as required by the Family Care Act, [WAC 296-130](#).

12.8 Military Family Leave

Employees may use vacation leave for leave as required by the Military Family Leave Act, [RCW 49.77](#) and in accordance with Section 19.13.

1 **12.9 Domestic Violence Leave**

2 Employees may use vacation leave for leave as required by the Domestic Violence
3 Leave Act, [RCW 49.76](#).

4 **12.10 Use of Vacation Leave for Sick Leave Purposes**

5 The Employer may allow an employee who has used all of their sick leave to use
6 vacation leave for sick leave purposes as provided in [Subsection 13.2](#) A. An
7 employee who has used all of their sick leave may use vacation leave for sick leave
8 purposes as provided in [Subsection 13.2](#) B–H.

9 **12.11 Emergency Childcare**

10 Employees may use vacation leave for childcare emergencies after the employee
11 has exhausted all of their accrued compensatory time. Use of vacation leave and
12 sick leave for emergency childcare is limited to a combined maximum of six (6)
13 days per calendar year.

14 **12.12 Vacation Cancellation**

15 A. Should the Employer be required to cancel scheduled vacation leave
16 because of an emergency or exceptional business needs, affected employees
17 may select new vacation leave from available dates. In the event the affected
18 employee has incurred non-refundable, out-of-pocket, vacation expense, the
19 employee may be reimbursed by the Employer.

20 B. In those cases where an employee will not have sufficient vacation leave to
21 cover the absence at the time it is scheduled to commence, the Employer
22 may cancel the approved vacation leave or authorize leave without pay.
23 Should the Employer cancel the vacation leave due to insufficient vacation
24 leave, the affected employee will not be reimbursed for any vacation
25 expenses.

1 **12.13 Vacation Leave Maximum**

2 In accordance with [RCW 43.01.040](#), employees may accumulate maximum
3 vacation balances not to exceed two hundred forty (240) hours. However, there are
4 two (2) exceptions that allow vacation leave to accumulate above the maximum:

5 A. If an employee’s request for vacation leave is denied by the Employer, and
6 the employee is close to the vacation leave maximum, the institution will
7 grant an extension for each month that the institution must defer the
8 employee’s request for vacation leave.

9 B. An employee may also accumulate vacation leave days in excess of two
10 hundred forty (240) hours as long as the employee uses the excess balance
11 prior to their anniversary date. Any leave in excess of the maximum that is
12 not deferred in advance of its accrual as described will be lost on the
13 employee’s anniversary date.

14 **12.14 Separation**

15 Any employee, who has been employed for at least six (6) continuous months will
16 be entitled to payment for vacation leave credits when they:

- 17 A. Resign with adequate notice;
- 18 B. Retire;
- 19 C. Are laid off; or
- 20 D. Are terminated by the Employer.

21 In addition, the estate of a deceased employee will be entitled to payment for
22 vacation leave credits.

TENTATIVE AGREEMENT REACHED

An electronic signature to this Agreement shall be given effect as if it were an original signature.

For the Employer

For the Union

Inti Tapia, Labor Negotiator
OFM/SHR Labor Relations &
Compensation Policy Section

 9/16/24

Steve Sloniker,
Director of Contract Administration
WPEA