



Policy Name:	Annual Leave (Vacation) for Administrative/Exempt Staff
Policy Number:	4728
Applicable Code/Law:	RCW 43.01.042

**Policy:**

The policy of Shoreline Community College District Number Seven (7) is to provide annual leave to administrative/exempt employees on the basis of two (2) days (16 hours) per calendar month except in months during which the employee has more than ten (10) days unpaid. Eligibility to accrue annual leave 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 a maximum of twenty-four (24) days per year. Exceptions to the maximum accrual amount require Board of Trustees approval.

Employees on temporary administrative/exempt contracts will accrue leave on the same schedule as other administrative/exempt staff but must use their leave during the course of employment with the College. All annual leave accumulation remaining on the date of a temporary administrative/exempt employee's separation will be extinguished.

Unused annual leave may be accumulated up to a maximum of sixty (60) days or 480 hrs by the employee's leave anniversary date each year. Annual leave in excess of the maximum will be automatically decreased following the employee's leave anniversary unless a request to use the excess leave after the anniversary date due to emergent circumstances is approved by HR. Exceptions to the maximum accumulation amount require Board of Trustees approval.