

**GRAYS HARBOR COLLEGE**  
**Operational Policy**

**Subject: ANNUAL (VACATION) LEAVE, EXEMPT STAFF**

**Page 1 of 1**

**Operational Policy Number: 611**

**Date adopted: 8/1/75 Revised: 11/15/87, 3/21/94, 3/20/01, 3/5/07, 4/17/07, 11/17/09, May 2016**

Exempt Employees

Exempt employees will be eligible to earn a maximum of twenty-three (23) days of annual leave or a percentage thereof. The number of days of annual leave granted will be shown on the annual contract of those employees.

There will be no limit on how much vacation leave exempt staff can accrue.

Exempt employees per RCW 43.01.040 leaving GHC to work for another state employer are entitled to have their vacation leave transferred to the succeeding state office, institution or department. In the event the employee chooses not to transfer his or her vacation leave balance, GHC will cash out this vacation leave balance by the effective date of the employee's departure from the College. If the exempt employee is limited regarding how much vacation leave can be transferred to the gaining state employer, the College will cash out the difference (up to 400 hours) between this amount and the employee's accrued vacation balance.

At retirement or resignation from GHC state employment, vacation leave cash out will be limited to a maximum of 400 hours. For PERS 1 or TRS Plan 1 retirement systems, up to 400 hours of vacation leave can be included in the calculation of the average final compensation (AFC) for purposes of determining the final pension benefit. For PERS 2 and 3 and TRS 2 and 3 plan retirement systems, vacation leave is not included in the AFC for purposes of determining the final pension benefit (WAC 415-108-456).

Classified Employees

Classified employees are entitled to annual vacation leave as provided by the rules of Washington State (RCW 43.01.041), the Master Contract, and for non-represented classified staff, WAC 357-31.

In cases of voluntary resignation, annual leave will be paid off only, if notice of termination is given at least fourteen (14) days in advance.