

**Willamette Education  
Service District**

Code: **GCBE/GDBE**  
Adopted: 6/22/10  
Readopted: 8/23/11

**Vacations and Holidays- Unrepresented Staff**

Although a new employee earns vacation credits from the first full month of employment, the employee shall not be eligible to take vacation credits until successfully completing six full consecutive months of service. An employee terminating employment prior to completing six full consecutive months of service shall receive no compensation for vacation credits.

When computing vacation credits, only full months of service shall be counted at the beginning and termination of employment. Vacation credits for eligible part-time employees shall be earned in the ratio that the employee's position bears to full time. When an employee terminates employment with the ESD, accumulated vacation time may be taken in time or compensation as determined by the Superintendent.

Eligible employees may accumulate vacation credits as follows:

As of June 30, 2010 -	A maximum of 200 hours may be rolled over
As of June 30, 2011	
and subsequent years -	A maximum of 160 hours may be rolled over

When deemed appropriate, the Superintendent may consult with the Board chair and make a decision to increase the maximum number of hours that may be rolled over. Decisions will be made on a case-by-case basis.

**Vacation Schedules**

Vacations shall be scheduled well in advance to ensure adequate coverage by staff members during any particular time of the year. Where possible, the vacation should be taken at a time other than the peak season for that position. Each employee must first obtain program director approval of his/her proposed vacation period. The request will then be presented to the Superintendent or designee for final approval.

**Vacation Credits**

Holidays, which occur while on vacation or sick leave, are not charged against vacation or sick leave credit.

END OF POLICY

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**Legal Reference(s):**

[ORS 187.010](#)

[ORS 336.010](#)