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ARTICLE 17: VACATIONS

17.1. Accrual.
Employees will accrue vacation time off during the new hire probationary period.

The current accrual schedule for full-time employees (prorated for part-time), to be credited monthly, is as follows:

Length of Service	Hours Per Month	Days/Hours Per Year
1st year	8.00	12/96
2nd year	8.67	13/104
3rd year	9.33	14/112
4th year	10.00	15/120
5th year	10.67	16/128
6th year	11.33	17/136
7th year	12.00	18/144
8th year	12.67	19/152
9th years	13.33	20/160
10th year	14.00	21/168
11th year	14.67	22/176
12th-19th year	15.33	23/184
20th-24th year	16	24/192
25th year or more	16.67	25/200

17.2.

The annual vacation schedule in each work unit shall be established in the existing departmental manner or as follows:

A. Twice each year, on or about April 1 and October 1, a vacation request sheet shall be circulated to the bargaining unit employees. Each employee shall be given the opportunity to indicate their preference of a vacation time period for the subsequent six (6) months. Supervision shall endeavor to schedule vacations according to the employee's wishes. In the event that two or more bargaining unit employees from the same unit request the same vacation period and supervision must limit the number of persons who may take leave at one time due to work requirements, preference shall be determined by departmental seniority. If departmental seniority is equal, the determination will be decided by lot.
B. Supervision shall post the vacation schedule by May 1 and November 1, which shall remain in effect for each succeeding six (6) months period, that is, June 1 through November 30, and December 1 through May 31, respectively. Individual vacation periods may be changed at any time by mutual agreement between the employee(s) concerned and supervision. However, in no case shall an

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employee's scheduled vacation interfere with the necessary work of the organization, the determination of which shall rest with supervision.

C. Employees may make a supplemental vacation request (those made outside the provisions of 17.2(a) at any time. Such supplemental requests shall not take precedence over requests scheduled in accordance with 17.2(a). Individual vacation periods may be changed at any time by mutual agreement between the employee(s) concerned and supervision; however in no case shall an employee's scheduled vacation interfere with the necessary work of the organization, the determination of which shall rest with supervision.

An employee who makes a supplemental vacation request will be notified whether the request is approved or denied within a reasonable period of time, but in no case more than seven (7) calendar days after the supplemental vacation request is submitted according to department procedure.

17.3.

Any bargaining unit employee who may be transferred to another unit or removed from the bargaining unit by promotion or transfer shall alter their preferred vacation period if in conflict with a previously established vacation schedule.

17.4. Vacation Denial.

When an employee's vacation cannot be approved, the supervisor shall schedule the employee's vacation at the next earliest date requested by the employee if available and deemed possible by the supervisor. If an employee's request for vacation leave is denied, the Employer, upon request, must provide the reason for denying vacation leave electronically or in writing.

17.5. Holiday Rotation.

Vacation requests filed in accordance with 17.2 for the week including Thanksgiving and the weeks including Christmas Day and New Year's Day shall be granted on a rotating basis. The rotation will begin with the most senior person and shall proceed in that order until all staff wishing to take vacation leave during those holiday periods have done so. No employee shall be granted more than one (1) of the aforementioned weeks in a single year, unless there are no other interested employees and the department is able to grant the request based on operational needs.

17.6. Vacation Time Off Maximum.

Employees may accumulate maximum vacation balances not to exceed the statutory limits in accordance with RCW 43.01.040 (currently two hundred eighty (280) hours). However, there are two (2) exceptions that allow vacation time off to accumulate above the maximum:

A. If an employee's request for vacation time off is cancelled or denied by the Appointing Authority or designee, and the employee has not exceeded the vacation leave maximum (currently two hundred eighty (280) hours), the

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Employer shall grant an extension for each month that the Employer defers the employee's request for vacation time off.

B. An employee may also accumulate vacation time off days in excess of the statutory limit (currently two hundred eighty (280) hours) as long as the employee uses the excess balance prior to their anniversary date (time off service date). Any time off in excess of the maximum that is not deferred in advance of its accrual as described above, will be lost on the employee's anniversary date (time off service date).

17.7. Vacation Time Off Cash Payment.

Any employee who has been employed for at least six continuous months, who resigns or retires, is laid-off or is terminated by the University shall be entitled to accrued vacation pay.

17.8.

If a department maintains a vacation time off calendar indicating days taken and/or available for vacation time off, the calendar will be made available electronically to employees or posted in a visible department space to facilitate the supplemental vacation time off process.

Tentatively Agreed To:

For the Union:	For the Employer:
Signed by: Becky K. Stephens 530E07D4212E4C6...	DocuSigned by: Catherine Scheid 9BED1964C6434D0...
Date: 9/20/2026	Date: 9/20/2026