

BELLINGHAM SCHOOL DISTRICT
Bellingham, Washington

VACATION REQUEST

Ref. SEIU/BSD Collective Bargaining Agreement, Article XIV, Vacation

Section 14.3 Most vacations shall be scheduled beginning after the last student day in the spring and ending before the first student day in the fall as approved by the employee's supervisor and/or the Buildings and Grounds Manager, or designee. Some vacations may be scheduled at other periods of time as approved by the employee's supervisor and Buildings and Grounds Manager, or designee. Upon his/her request, an employee may be granted additional vacation time without pay provided that the granting of the request will not be detrimental to the District's operation.

Section 14.4 Twelve-month custodial employees shall be allowed to schedule up to five (5) days of accumulated vacation time on student attendance days. Twelve-month custodians may schedule up to another five (5) vacation days on student attendance days from a pool of 125 vacation days on a first-come, first-served basis. The parties agree that for buildings with only two (2) custodians, no more than one (1) may be scheduled for pooled vacation at the same time on student attendance days. To be eligible to take vacation on student attendance days, at least fifteen (15) calendar days prior notice must be given to the supervisor and/or Buildings and Grounds Manager. To be eligible to take vacation at times other than student attendance days, seven (7) calendar days prior notice must be given to the supervisor and/or Buildings and Grounds Manager. Vacation requests made without the required notice may be granted on a case-by-case basis if operations are not negatively impacted. Failure to grant vacation requested without the required prior notification is not subject to the grievance procedure.

Further, seniority will be used in case of conflicts in vacation requests. (Article XI, Section 11.1)

Name: _____ **Date:** _____

Work Site: _____ **Shift Hours Per Day:** _____

Shift Start Time: _____ **Shift End Time:** _____

No. of Days Requested: _____ **From** _____ (mm/dd/yy)
(Only one block of time per request)

To: _____ (mm/dd/yy)

Work days off (mm/dd/yy)

Building Administrator: After reviewing, please initial and date. _____
Initials **Date**

(Request is not approved until vacation days are verified by Buildings and Grounds Manager or designee below.)

Approved by Buildings and Grounds Manager/designee: _____

Approval/Denial Reasons: _____

c Buildings and Grounds Supervisor/designee for scheduling