

CENTRAL WASHINGTON UNIVERSITY POLICY FOR CLASSIFIED EMPLOYEES

TITLE: LEAVE POLICY

APPLIES TO: Non-represented classified employees. To the extent that this policy addresses terms not covered under collective bargaining agreements for represented employees, the terms of this policy shall prevail.

REFERENCE: Chapter 357-31 of the Washington Administrative Code (WAC), Leave

EFFECTIVE: July 1, 2005

POLICY

PURPOSE: To address requirements of WAC 357-31. This policy is to be used in conjunction with the WAC and university procedures.

POLICY

STATEMENT: Central Washington University recognizes that employees will have need to be absent from work and provides a variety of leave intended to enable employees to balance their personal life and work responsibilities.

ADMINISTRATIVE RESPONSIBILITY

The President's Cabinet shall:

- Render decisions on matters for which authority has not been otherwise delegated.

Vice presidents, and division and department heads shall:

- Ensure that approval of leave by personnel under their supervision is in accordance with this policy, the WAC, and university procedures.

Managers and supervisors shall:

- Communicate the concepts and expectations of the appropriate use of leave to employees.
- Ensure that approval of leave is in accordance with this policy, the WAC, and university procedures.
- Consult with Human Resources regarding leave policy and procedures.

Human Resources shall:

- Develop and recommend policy for leave usage.
- Administer this policy in accordance with the WAC and university procedures.
- Develop and administer procedures for the implementation of leave practices.
- Provide interpretation and consultation to managers, supervisors, and employees regarding this policy.

DEFINITIONS

Anniversary date: The first calendar day of the month of the most recent date of hire into state service. The anniversary date is used to determine when vacation leave over two hundred forty (240) hours is lost.

Family care emergency: A circumstance causing an employee's inability to report for or continue scheduled work because of a serious situation or occurrence that happens unexpectedly and demands

immediate action related to the employee's responsibility to provide care for the employee's spouse, household member, or the employee's/spouse's child, parent, or grandparent such as unexpected absence of the regular care provider, unexpected closure of a child's school, unexpected need to pick up a child at school earlier than normal, or unexpected closure of an assisted living facility.

WAC 357-31-290 What qualifies as a family care emergency?

(1) The employer's leave policy must define what qualifies as a family care emergency.

LEAVE REQUESTS

Requesting or Reporting Absence

For all instances of absence from work, including but not limited to those described in this policy, an employee shall submit the request using the standard university leave request form to his/her immediate supervisor in advance of the requested leave date. When it is not possible for the employee to provide advance notice of the need to be absent and obtain advance approval, the employee shall provide the immediate supervisor with the soonest possible notification of absence on the standard university form.

Employees shall call their immediate supervisor or designee before their shift if unable to work their assigned shift and daily thereafter unless prearranged.

WAC 357-31-100 Must an employer have a policy for requesting and approving leave?

Each employer must develop a leave policy which specifies the procedure for requesting and approving all leave, as provided in the civil service rules. The employer's policy must allow an employee to use vacation leave without advance approval when the employee is requesting to use vacation leave to respond to family care emergencies, or for an emergency health condition as provided in WAC 357-31-200(2).

Approval of Leave

The supervisor shall approve or deny an employee's request for absence on the standard university leave request form. Failure to receive prior approval of leave, as described in this policy, may be cause for denial of the leave request or designation of the absence as unauthorized. Leaves of absence without pay of more than 10 days require the signed approval of both the employing department and Human Resources. Unauthorized absence must be treated as unauthorized leave without pay and may be grounds for separation or discipline.

Medical Verification

An employee may be required to submit a written statement or medical certificate explaining the nature of the absence due to sick leave, bereavement leave, disability leave due to pregnancy and/or childbirth, responding to a family care emergency, caring for a child with a health condition that requires treatment or supervision, or caring for a spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency health condition.

WAC 357-31-130 When can an employee use accrued sick leave?

The employer may require medical verification or certification of the reason for sick leave use in accordance with the employer's leave policy.

SICK LEAVE

Employees shall submit their requests for sick leave in accordance with this policy.

An employee on scheduled vacation leave who becomes ill or injured to the degree that he or she is hospitalized or confined to his or her home or temporary residence for three or more days by a healthcare provider may be allowed to substitute an appropriate number of sick leave hours for vacation leave hours. Medical verification is required for approval.

Sick leave is allowed to care for a minor/dependent child with a **health condition requiring treatment or supervision**.

Sick leave is allowed to care for a spouse, parent, parent-in-law, or grandparent of an employee who has a **serious health condition or emergency health condition**.

For purposes of sick leave when an employee is required to be absent from work **to care for relatives who experience an illness or injury**, 'relatives' include the employee's spouse, child, grandchild, grandparent, and parent, or the employee's spouse's child, grandchild, grandparent, and parent.

For purposes of sick leave for **family members' health care appointments**, 'family member' includes: parent, step-parent, sister, brother, parent-in-law, spouse, grandparent, grandchild, and child.

VACATION LEAVE

Employees shall submit their requests for vacation leave in accordance with this policy. If there are conflicting requests, preference may be given to the earliest submission. When considering requests for vacation leave, the supervisor will consider an employee's request, but may require that leave be taken when it will least interfere with the operational needs of the department. Management has the right to cancel or adjust approved vacation as program needs dictate, giving an employee the earliest possible notification.

ACCRUED COMPENSATORY TIME

Employees shall submit their requests to use accrued compensatory time in accordance with this policy. When considering requests for use of accrued compensatory time, the supervisor will consider an employee's request, but may require that the leave be taken when it will least interfere with the operational needs of the department.

Employees are required to use accumulated compensatory time before vacation leave.

Accrued compensatory time must be cashed out at least annually.

When an employee moves to another department, all accrued compensatory time must be cashed out and charged against the budget of the department that is losing the employee.

If an employee's annual leave and compensatory time combined balance exceeds 240 hours, any extra hours worked must be paid in cash, not time.

BEREAVEMENT LEAVE

Employees shall submit their requests for bereavement leave in accordance with this policy. If an employee's family member or household member dies, the employer will grant the employee up to three (3) days of paid bereavement leave. The employee may request additional leave (accrued compensatory time, sick leave, vacation, and/or a personal holiday), which the supervisor has the discretion to approve. The employee may be required to provide verification of the family member's or household member's death.

For purpose of bereavement leave, 'family member' includes: parent, step-parent, sister, brother, parent-in-law, spouse, grandparent, grandchild, and child.

WAC 357-31-250 Are employees entitled to paid bereavement leave?

- (2) In accordance with the employer's leave policy, the employer may require verification of the family member's or household member's death.

INCLEMENT WEATHER AND SUSPENDED OPERATIONS

Employees shall submit their requests for absence due to inclement weather and/or suspended operations in accordance with this policy.

When an employee is absent from work due to inclement weather, the employee shall have the option of charging the absence to paid leave or leave without pay. If the absence is to be covered by paid leave, accrued compensatory time must be submitted before any other paid leave. Once all accrued compensatory time is exhausted, or if none is available, the employee may submit available vacation leave or a full day increment of personal holiday. Once the personal holiday and all vacation leave is exhausted, or if none is available, the employee may submit available sick leave up to a maximum of three days in a calendar year.

When an employee is absent from work due to suspended operations, the employee shall have the option of charging the absence to paid leave or leave without pay, or may request a reasonable opportunity to make up lost work time. If the absence is to be covered by paid leave, accrued compensatory time must be submitted before any other paid leave.

WAC 357-31-255 What types of leave may an employee use when absent from work or arriving late to work because of inclement weather?

When the employer determines inclement weather conditions exist, the employer's leave policy governs the order in which accrued leave and compensatory time may be used to account for the time an employee is absent from work due to the inclement weather. The employer's policy must allow the use of accrued vacation leave, accrued sick leave up to a maximum of three (3) days in any calendar year, and the use of leave without pay in lieu of paid leave at the request of the employee.

FAMILY CARE EMERGENCY LEAVE

Employees shall submit their requests for family care emergency leave in accordance with this policy.

No advance approval is required for an employee to take time off for a family care emergency; however, the employee must notify the supervisor at the beginning of the absence. The employee may be required to provide verification of the need to take leave and that the emergency situation was such that advance notice was not possible.

If available, accrued compensatory time is to be used first. After which, the following leave may be used at an employee's discretion: vacation, sick leave, or personal holiday. Personal holiday is to be used in a full workday increment unless it is used to care for a child with a health condition that requires treatment or supervision or to care for a spouse, parent, parent-in-law, or grandparent who has a serious health condition or an emergency health condition. Leave without pay may be used if no paid leave is available.

Family care emergency leave is limited to three days each of vacation, sick leave, and leave without pay each calendar year.

For purpose of family care emergency leave, 'family member' includes: spouse and employee's/spouse's child, parent, and grandparent.

LEAVE OF ABSENCE WITHOUT PAY

Employees shall submit their requests for leave of absence without pay in accordance with this policy.

Leave of absence without pay extends from the time an employee's absence commences until he or she is scheduled to return to continuous service, unless the employing official and the personnel officer agree to an earlier date.

Except as required by state or federal law, a leave of absence without pay generally will not be granted for a period exceeding six months.

Leave of absence without pay, after all accrued leave and compensatory time has been exhausted, will be granted for the following reasons:

- Family care emergencies.
- Parental leave (if not covered by FMLA).

Leave of absence without pay, after all accrued leave and compensatory time has been exhausted, may be granted for the following reasons:

- Conditions applicable for leave with pay.
- Educational leave.
- Leave for government service in the public interest.
- Bereavement or condolence.

At an employee's choice, leave of absence without pay will be granted for the following reasons without exhausting available accrued leave:

- Military leave.
- Absence due to inclement weather or suspended operations.
- Absences approved as Family and Medical Leave Act.
- Employees receiving time loss compensation.

The employer may require leave of absence without pay without exhausting available accrued leave to accommodate annual work schedules of employees occupying cyclic year positions.

After an employee has begun a period of leave of absence without pay, accrued paid leave may not be submitted intermittently, except for an employee on approved Family and Medical Leave (FMLA), parental leave, or military leave who may use sufficient paid leave each pay period during leave of absence without pay to cover the employee paid premiums for continuing insurance coverage during the approved leave period. Human Resources designates when paid leave will be interspersed to maintain benefits. The intermittent paid leave use will be calculated and applied by Human Resources in accordance with established benefit and payroll procedures. An employee without sufficient paid leave to cover the premium must contact the benefits office prior to their leave to arrange premium payment.

WAC 357-31-330 For what reasons may an employer authorize leave without pay?

Leave without pay may be allowed for any of the following reasons in accordance with the employer's leave policy:

- (1) For any reason leave with pay may be granted, as long as the conditions for leave with pay are met;
- (2) Educational leave;
- (3) Leave for government service in the public interest;
- (4) Military leave of absence as required by WAC 357-31-370;
- (5) Parental leave as required by WAC 357-31-460;
- (6) Family care emergencies as required by WAC 357-31-295;
- (7) Bereavement or condolence;
- (8) Absence due to inclement weather as provided in WAC 357-31-255;
- (9) To accommodate annual work schedules of employees occupying cyclic year positions as specified in WAC 357-19-295;
- (10) Serious health condition of an eligible employee's child, spouse, or parent as required by WAC 357-31-525;
- (11) Leave taken voluntarily to reduce the effect of an employer's layoff;
- (12) Leave that is authorized in advance by the appointing authority as part of a plan to reasonably accommodate a person of disability; or
- (13) Employees receiving time loss compensation.

WAC 357-31-335 How long can an employee remain on leave without pay?

The employer determines the length of time an employee may remain on leave without pay. The employer's leave policy must address any limitations on the length of time for which leave without pay will be approved.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

FMLA will be administered in accordance with University Policy 2-2.53.

For purpose of FMLA, 'family member' includes: spouse, child, and parent.

WAC 357-31-560 Must the employer have a Family and Medical Leave policy?

Each employer must develop and disseminate a policy specifying the procedures, required information, and time frames for employees to request and use leave in accordance with the state laws, the civil service rules, and the Family and Medical Leave Act of 1993 law and regulations found in 29 CFR Part 825.