



University Policy Advisory Committee Policy & Procedure Review

<b>Title:</b>	Annual Leave
<b>Date Submitted:</b>	4.16.24
<b>Submitted by:</b>	Staci Sleigh-Layman
<b>Department:</b>	Human Resources
<b>Division:</b>	Finance and Administration
<b>Policy Number:</b>	CWUP 6-60-010 Annual Leave
<b>Procedure Number:</b>	CWUR 6-60-010 Annual Leave

New  Revision

The policy or procedure has been formatted to be consistent with CWUP standards.

The policy and/or procedure change has a budget impact. Yes  No   
(If yes, please attach a spread sheet that provides an analysis of the impact.)

**Consultation and Review**

Please indicate consultation completed in the preparation of your proposed policy or procedure, including the name of the individual or groups consulted, the date of the consultation, and any written feedback/recommendations from the group consulted.

Date	No Budget Impact	Date	Budget Impact
	Issue-area stakeholders		Issue-area stakeholders
	Provost's Council		Affected budget authority
	Cabinet		PBAC
	UPAC		Provost's Council
			Cabinet
			UPAC

**Summary of Impact:**

Governor Inslee signed [House Bill 2246](#), which increases the amount of vacation leave employees can carry from one year to the next from 240 to 280. The effective date if the action is 6/6/2024. This applies to both civil service and exempt employees.

This change could have a budget impact. WAC 357-31-225 provides the following:

When an employee who has completed six continuous months of employment separates from service by reason of resignation with adequate notice, layoff, trial service reversion, separation, dismissal, retirement, or death, the employee is entitled to a lump sum payment of unused vacation leave.

This risk for increased costs can be mitigated by effective vacation leave management.

**Summary of policy/procedure:**

This policy must be changed to comply with [House Bill 2246](#), increasing limit for accrued vacation leave to 280 hours.

**Itemization of changes (revision documents):** Changed all references to 30 days and/or 240 hours to 280 hours.

**NOTES on related policies and procedures:**

**Classified Employees -**

[CWUP 2-30-060](#) Civil Service, Nonpermanent Civil Service, Temporary and Student Employee Leave – Refers to WAC 357-31-210 which includes the 240 accrual amount. This WAC will be changed to 280hours at state level. WAC 357-31-225 includes information about vacation leave payout upon leaving the university.

[CWUR 3-40-040](#) Employee Leave – No mention of vacation accrual.

**Exempt Employees -**

[CWUP 6-60-010](#) Annual Leave – Proposed changes attached.

[CWUR 6-60-010](#) Annual Leave – Proposed changes attached.