

University Policy Advisory Committee Policy & Procedure Review

Title:	Civil Service and Temporary (including Student) Employee Leave
Date Submitted:	10/21/22
Submitted by (Individual):	Traci Klein
Department:	Human Resources
Division:	Finance and Administration
Policy Number:	2-30-060
Procedure Number:	

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
	Executive Leadership Team		PBAC
	UPAC		Provost’s Council
			Executive Leadership Team
			UPAC

Summary of impact: Briefly explain why this policy or procedure has been created/changed. With the recent addition of ‘nonpermanent civil service’ employees, the policy is being updated to include this employee type.

Summary of policy/procedure: Describes the university commitment to ensuring employees are away from work when necessary.

Itemization of changes (revision documents): Addition on ‘nonpermanent civil service employees.’

Policy impact on equity:
1. What does this policy aim to do?

- A. Who benefits from this policy?
- B. Who is left out of this policy?

2. What are the basic assumptions of this policy?

A. How do these assumptions impact equity?

For clarification and consultation, contact Dr. Kandee Cleary, Vice President of Diversity, Equity, and Inclusion at delores.cleary@cwu.edu

CWUP 2-30-060 Civil Service, Nonpermanent Civil Service, and Temporary (including Student) Employee Leave

(1) Introduction. Central Washington University is committed to maintaining a safe and healthy work environment. Employees are advised to stay at home if they are feeling ill, to avoid placing other members of the university community at risk. Employees who feel ill while at work should disclose it to their supervisor and go home immediately.

This policy:

(A) Applies to all:

1. Non-represented classified employees,
2. Nonpermanent civil service employees,
3. Temporary, hourly employees,
4. Student employees, and
5. Graduate Assistants (staff).

(B) Will prevail for terms not covered under collective bargaining agreements for represented employees.

(C) Provides guidance to staff and supervisors in addressing employees' time away from work.

(D) Is to be used in conjunction with **Chapters 357-31 and 296-128 of the Washington Administrative Code (WAC)** and university procedures.

(2) Employee Leave

Central Washington University recognizes that employees have occasions to be absent from work and, therefore, provides a variety of leave intended to enable employees to balance their personal life and work responsibilities.

(A) President, vice presidents, appointing authorities, and division and department heads will:

1. Ensure that leave use by personnel under their supervision is in accordance with applicable laws, WACs and university leave policies and procedures.

(B) Managers and supervisors will:

1. Communicate expectations concerning leave requests and appropriate use of leave to employees.
2. Ensure employees understand they should stay home when ill or go home when they become ill while at work.
3. Ensure approval or denial of leave is in accordance with applicable laws, WACs, and university policies and procedures.
4. Identify, by delegation, who will review and approve employee leave requests in their absence.

(C) Human Resources will:

1. Administer this policy in accordance with applicable laws, WACs and university policies and procedures.
2. Develop and administer procedures for the implementation of leave practices.
3. Provide consultation and interpretation regarding this policy, procedure and best practice.

[Responsibility: BFA; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 04/01/2015; 06/13/2018; 08/05/2020; Approved by: James L. Gaudino, President]