

**Operational Policy**

Policy Name	LEAVES AND REPORTING
Policy Number	<b>640</b>
Date Adopted	8/22
Date(s) Revised	

## Sick Leave

### **Exempt employees**

Permanent full time employees earn eight (8) hours of sick leave per month. Paid sick leave may be used for the following: illness, injury, or preventive health care; exposure to a contagious disease that might endanger others; disability due to pregnancy or childbirth; illness, injury, or death of relatives. Part-time employees and adjunct and associate professors earn sick leave on a prorated basis.

Whenever an employee must be absent from a scheduled activity (i.e., class, meeting, normal working hours, etc.) due to illness, the absence shall be reported and approved by the supervisor.

When an employee cannot appear for work because of illness, the employee will contact his or her supervisor or designee at the earliest opportunity or be in compliance with relevant labor contract language concerning sick leave notification. Absences due to illness of more than seven working days will require the employee to provide a medical statement from his or her healthcare provider (which may include any limitations concerning the performance of the employee’s regular duties) regarding the expected duration of the employee’s absence from work

**Sick Leave Incentive Buyback:** In January of each year, full-time employees whose sick leave balance at the end of the previous year exceeds four hundred eighty (480) hours or sixty (60) days may elect to convert the sick leave hours earned in the previous calendar year, minus those hours used during the year, to monetary compensation. This attendance incentive is calculated at a rate of one (1) full day’s pay for each four (4) days of accumulated sick leave. If you qualify for the leave incentive, you will be notified by the Human Resource Office in January of your ability to participate.

**Separation:** Per RCW 28B.50.551(5), exempt staff leaving the college to work for another state employer will have their sick leave transferred to the gaining state office, department or institution. At the time of retirement from state service or at death, an employee or the employee’s estate will receive cash for their sick leave balance on a one (1) hour for four (4) hours basis. An employee who separates from the college for any reason other than retirement or death shall not be paid for accrued sick leave. To be eligible to receive sick leave cash out, an employee must be employed by the college at the time of retirement or death.

### **Classified Employees**

Classified employees should refer to the current WPEA Agreement for information regarding sick leave accruals, use, annual cash out and separation.

### **Faculty**

Faculty (Full and part-time) should refer to the current Collective Bargaining Agreement for information regarding sick leave accruals, use, annual cash out and separation.

## Vacation Leave

### **Administrative Exempt employees**

Administrative Exempt employees will be eligible to earn a maximum of twenty-three (23) days of annual leave or a percentage thereof. The number of days of annual leave granted will be shown on the annual contract of those employees.

There will be no limit on how much vacation leave exempt staff can accrue.

Exempt employees per RCW 43.01.040 leaving Grays Harbor College (GHC) to work for another state employer are entitled to have their vacation leave transferred to the succeeding state office, institution or department. In the event the employee chooses not to transfer his or her vacation leave balance, GHC will cash out this vacation leave balance by the effective date of the employee's departure from the College. If the exempt employee is limited regarding how much vacation leave can be transferred to the gaining state employer, the College will cash out the difference (up to 400 hours) between this amount and the employee's accrued vacation balance.

At retirement or resignation from GHC state employment, vacation leave cash out will be limited to a maximum of 400 hours. For PERS 1 or TRS Plan 1 retirement systems, up to 400 hours of vacation leave can be included in the calculation of the average final compensation (AFC) for purposes of determining the final pension benefit. For PERS 2 and 3 and TRS 2 and 3 plan retirement systems, vacation leave is not included in the AFC for purposes of determining the final pension benefit (WAC 415-108-456). To be eligible to receive vacation leave cash out, an employee must be employed by the college at the time of resignation, retirement or death. Vacation leave is not cashed out at any other time.

### **Classified Employees**

Classified employees should refer to the current WPEA Bargaining Agreement for information regarding vacation leave

## Personal Leave Days

### **Administrative Exempt Employees:**

Full-time exempt employees shall be granted three (3) days of paid personal leave per contract year. The purpose of the leave is to provide opportunity to conduct necessary personal business not covered under sick leave provisions. Said leave is not cumulative, and employees may not be compensated for unused personal leave. Employees intending to take a day of leave shall consult with their supervisor as far in advance as reasonably possible. This leave shall not be charged against any other leave account.

### **Classified Employees**

Classified employees should refer to the current WPEA Agreement for information regarding personal leave days.

### **Faculty**

Faculty (Full and part-time) should refer to the current Collective Bargaining Agreement for information regarding personal leave days.

## Sabbatical Leave

Faculty should refer to the current Collective Bargaining Agreement for information on Sabbatical Leave

## Employee Absences for Holidays of Faith or Conscience

### **Administrative Exempt and Faculty**

As required by RCW 1.16.050 College employees are entitled to two unpaid holidays per calendar year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. An employee may take their unpaid holidays on the specific days desired unless an employee's absence would impose an undue hardship on the college or the employees are necessary to maintain public safety. Undue hardship is defined by RCW 43.41.109.

Seniority will not be impacted by absences authorized under this policy. Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal. The employee may choose to use paid leave in lieu of leave without pay if they have paid leave available to them. Employees shall request the holiday for reason of faith or conscience at least two-weeks in advance of any desired holiday unless the purpose of the holiday was not known until later. Employees shall request unpaid holidays following the same procedure as requesting any other leave.

### **Classified Employees**

Classified employees should refer to the current WPEA Agreement for information regarding holidays for a reason of faith or conscience.