

GRAYS HARBOR COLLEGE
Administrative Procedure

**Subject: LEAVE - ANNUAL, SICKNESS OR BEREAVEMENT, FACULTY,
EXEMPT EMPLOYEES**

Administrative Procedure Number: 622.02

**Date adopted: 9/10/81 Revised: 12/1/86, 10/3/91, 1/17/95, 2/01, 11/02, 4/08, 2/9/09, 6/5/12,
November 2016**

ALL EMPLOYEES:

Sick Leave: 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 on Form S. F. 6953, "Leave Request."

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

Separation: Per RCW 28B.50.551(5). exempt staff and faculty leaving the college to work for another state employer will have their sick leave transferred to the gaining state office, department or institution. An employee who separates from the district for any reason other than retirement or death shall not be paid for accrued sick leave. To be eligible to receive sick cash out, an employee must be employed by the college at the time of retirement or death.

Bereavement Leave: Bereavement leave for represented classified staff and faculty is defined by the corresponding collective bargaining agreements. For exempt and non-represented classified employees three days of bereavement leave shall be granted for a death in the employee's immediate family. Bereavement leave may be extended with the approval of the president or designee. This leave will be requested on the leave request form described herein.

EXEMPT STAFF:

Annual Leave: Employees who are scheduled to work 228 days per year will submit to their immediate supervisor Form S.F. 6953, "Leave Request," for any annual leave days requested. The same form will be used for the extra personal leave day provided by statute for such employees. These full-year employees are expected to maintain the annual calendar of work days which has been approved for the classified employees. Employees who work more than 175 but less than 228 days do not, from a technical view, accumulate annual leave

Vacation Leave:

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.