



HOURS OF WORK AND LEAVE ADMINISTRATION FOR ADMINISTRATIVE/EXEMPT EMPLOYEES

I. INTRODUCTION

- A.** Walla Walla Community College (WWCC) values the contributions of our administrative/exempt employees and is committed to providing an environment that will foster a sense of community and accountability. It is our intent that this policy will serve both the well-being of our employees and the organization as a whole.
- B.** This Administrative Policy applies specifically to administrators, confidential exempt and professional exempt employees (herein known as 'employees').
- C.** Public service accountability and ethics laws require that employees be either at work or on approved leave for each day they are compensated. Accurate and timely leave reporting by employees is necessary to meet integrity standards and is an identified criterion for reporting outcomes and for safety and liability purposes.

II. RESPONSIBILITIES

- A.** The Vice President of Human Resources, working in conjunction with the Payroll & Benefits Department, is responsible for ensuring that leave is administered in good faith and is consistent with the rights and responsibilities provided by statute or by this policy; and, for providing information and training specific to these rights and responsibilities.
- B.** Supervisors are responsible for monitoring their employees' leave and keeping the employees, the Human Resources (HR) department and the Payroll & Benefits Department (as appropriate) informed of changes in status, rights, and the need for information. Additionally, supervisors are responsible for ensuring that employees provide appropriate medical releases prior to returning to work, if necessary.
- C.** Employees are responsible for reporting their leave and providing appropriate notice and information as necessary.

III. OVERTIME EXEMPT

- A.** Administrative/exempt employees are overtime exempt and are not covered by federal or state overtime laws. They are expected to work as many hours as necessary to provide the services for which they are employed to perform. Such employees are accountable for their work product and for meeting the objectives of WWCC, not the hours needed to do so.
- B.** Full-time, overtime-exempt employees are expected to work a minimum of forty (40) hours in a workweek and part-time exempt employees are expected to work proportionate hours.

IV. REQUESTS FOR LEAVE AND REPORTING REQUIREMENTS

Vacation, sick leave, personal leave/holiday and non-contract days must be requested and reported through the appropriate processes as determined by the supervisor and/or by College practices.

V. HOLIDAYS/SUSTAINABILITY DAYS

- A.** The College is closed on the following legal holidays, established by RCW 1.16.050 or as otherwise adjusted by the Board of Trustees:
 - 1.** The first day of January (New Year's Day);
 - 2.** The third Monday of January (Martin Luther King Jr.'s birthday);
 - 3.** The third Monday of February (Presidents' Day);
 - 4.** The last Monday of May (Memorial Day);
 - 5.** The fourth day of July (Independence Day);
 - 6.** The first Monday in September (Labor Day);
 - 7.** The eleventh day of November (Veterans Day);
 - 8.** The fourth Thursday of November (Thanksgiving Day);
 - 9.** The day immediately following Thanksgiving Day; and,
 - 10.** The twenty-fifth day of December (Christmas Day).
- B.** The College may be closed on other designated days and may require employees to take vacation or leave without pay on those days.

VI. VACATION LEAVE

- A.** Employees appointed on an annualized base of 250 days, working 100%, shall earn vacation at the rate of 16.67hours per month. To be eligible for a leave accrual, employees must be employed for at least half of a month.
- B.** Leave accrual exceptions may be approved by the President if circumstances warrant.
- C.** Employees appointed on an annualized base of 250 days, working less than 100%, will accrue vacation on a pro-rated basis.
- D.** Employees appointed on an annualized base of less than 250 days do not accrue vacation.
- E.** The use of vacation leave requires advanced approval and the College reserves the right to require employees to take vacation on days convenient to the College.
- F.** Vacation leave may accumulate, but such accumulation may not exceed 240 hours on January 1st of each year unless an extension has been approved. If operational necessity requires, a written request for extension may be approved at the discretion of the Vice President of Human Resources.
- G.** Administrative/exempt employees who move to a faculty appointment will have their accumulated vacation leave cashed out.

VII. SICK LEAVE

- A.** All full-time employees accrue eight (8) hours of sick leave for each month of employment.
- B.** To be eligible for a leave accrual, employees must be employed for at least half of a month.

- C. Employees working less than 100% will accrue sick leave on a pro-rated basis. The use of sick leave will be allowed under the following conditions:
 - 1. For personal illness, temporary disability or injury including illness or disability resulting from pregnancy and/or childbirth.
 - 2. For personal health care appointments or for family members' appointments when the presence of the employee is required.
 - 3. Because of illness or injury of a family member that requires the employee's presence to provide short-term care or to make arrangements for extended care.
 - 4. For condolence or bereavement of family members.
- D. The College may require an employee to provide a medical release prior to returning to work for any health condition (including treatment or recovery) lasting more than three (3) consecutive work days.
- E. Sick leave exceeding five (5) consecutive work days will run concurrently with Family Medical Leave as specified in the Family Medical Leave Act (FMLA) Administrative Procedure.
- F. Non-compensable sick leave accrued while working as faculty is not available for use while employed as an administrative/exempt employee but be reinstated in the event the employee returns to faculty status.

VIII. BEREAVEMENT

- A. Up to five (5) days of paid bereavement leave will be granted for the death of any family or household member that requires the employee's absence from work.
- B. If additional leave is necessary, sick leave may be taken.

IX. PERSONAL HOLIDAY/PERSONAL LEAVE DAYS

- A. Upon employment, full-time employees will be granted one (1) personal holiday and two (2) personal leave days each calendar year. The day is equal to the employee's work shift on the day that the personal holiday is taken.
- B. Personal holiday and personal leave must be used within the calendar year; it may not be carried over from year to year; it has no cash value upon separation from employment; and it may be donated to another employee approved for Shared Leave.
- C. Personal holiday and personal leave for employees with less than full-time appointments will be pro-rated.

X. PARENTAL LEAVE OF ABSENCE

- A. A parental leave of absence of up to twelve (12) consecutive calendar weeks (or as otherwise approved) is available to requesting employees for:
 - 1. The birth of a child of the employee;
 - 2. To provide care for a newborn of the employee; or,
 - 3. The placement of a child with the employee for adoption or foster care.

- B. Remuneration
 - 1. During approved parental leave, the employee may use any combination of vacation leave, personal leave/holiday, or leave without pay.
 - 2. Sick leave may only be used in circumstances identified in section VII (above) where the employee or spouse/domestic partner is disabled due to child birth. Use of sick leave may require medical certification.
- C. Parental leave runs concurrently with Family Medical Leave.

XI. FAMILY CARE EMERGENCY LEAVE

- A. Family care emergency leave is provided for the following emergency situations:
 - 1. Minor/dependent child care emergencies such as unexpected absence of regular care provider, unexpected closure of child's school, or unexpected need to pick up child at school earlier than normal.
 - 2. Elder care emergencies such as unexpected absence of regular care provider or unexpected closure of an assisted living facility.
 - 3. Other emergency family situations/circumstances may be approved.
- B. Employees may choose any of the following types of leave to use to account for time away from work for family care emergency, contingent upon eligibility to use that leave:
 - 1. Vacation;
 - 2. Personal leave/holiday;
 - 3. Sick leave; and/or,
 - 4. Leave without pay.

XII. ON THE JOB INJURIES/ILLNESS

- A. Employees sustaining on the job injuries or illnesses may be eligible for time loss payments in accordance with RCW 51.32.090.
- B. Employees receiving time loss payments may select from the following options:
 - 1. Receive time loss payments exclusively;
 - 2. Use accrued paid leave exclusively; or,
 - 3. Receive a combination of time loss compensation and accrued paid leave.

XIII. TEMPORARY DISABILITY LEAVE

- A. Leave shall be granted for a reasonable period of time to an employee who is precluded from performing his/her regular job duties due to a temporary disability (including those related to pregnancy/childbirth or work-related injury/illness). Temporary disability leave includes a serious health condition of the employee as provided in the federal Family and Medical Leave Act (FMLA).
- B. Employees must notify the HR department of the need for temporary disability leave when they are (or plan to be) absent for medical reasons for more than five (5) days and/or will require a series of intermittent absences for treatment.

- C. The temporary disability and recovery period shall be defined and certified by the employees' licensed health care provider. The employee shall provide, in a timely manner, a copy of such certification to the HR department.
- D. Temporary disability leave, including leave due to a serious health condition per FMLA, may be a combination of sick leave, vacation, personal leave/holiday, and leave without pay. The College may require employees to exhaust all paid leave prior to using any leave without pay, except the employee may be allowed (at the College's discretion) to use eight (8) hours of accrued paid leave per month to provide for the continuation of benefits as provided by the Public Employees' Benefits Board (PEBB). The Payroll department may designate on which day of each month the eight (8) hours of paid leave will be used.
- E. If the anticipated absence will exceed the waiting period for long term disability insurance, the employee should contact the Payroll department for information regarding filing a claim. The College may file a claim on the employee's behalf.
- F. If the employee is unavailable to complete leave reporting processes, the supervisor is responsible for providing necessary information to the Payroll department.

XIV. MILITARY LEAVE

- A. Employees will be entitled to military leave with pay not to exceed twenty-one (21) working days during each year, beginning October 1st and ending the following September 30th, in order to report for active duty, when called, or to take part in active training duty in such manner and at such time as they may be ordered to active duty or active training duty in the Washington National Guard or of the Army, Navy, Air Force, Coast Guard, or Marine Corps reserve of the United States or of any organized reserve or armed forces of the United States.
 - 1. Such leave will be in addition to any vacation and sick leave to which an employee is entitled and will not result in any reduction of benefits, performance ratings, privileges or pay.
 - 2. During military leave, the employee will receive the normal base pay. Employees required to appear during working hours for a physical examination to determine physical fitness for military service will receive full pay for the time required to complete the examination.

XV. CIVIL DUTY LEAVE

Leave of absence with pay will be granted to an employee to serve on jury duty, to serve as a trial witness, or to exercise other subpoenaed civil duties. An employee will be allowed to retain any compensation paid to him or her for his or her jury duty or trial witness service. An employee will inform the Employer when notified of a jury summons or subpoenaed civil duties and will cooperate in requesting a postponement of jury duty service if warranted by business demands.

XVI. DOMESTIC VIOLENCE LEAVE

In accordance with the Domestic Violence Leave Act, RCW 49.76, leave without pay, including intermittent leave, will be granted to an employee who is a victim of domestic violence, sexual assault or stalking. Family members of a victim of domestic violence, sexual assault or stalking will be granted leave without pay to help the victim obtain treatment or seek help. Family member for the purpose of domestic violence leave includes child, spouse, parent, parent-in-law, grandparent or a person the employee is dating. The Employer may require verification from the employee requesting leave.

XVII. EDUCATIONAL/PROFESSIONAL DEVELOPMENT LEAVE AND RELEASE TIME

- A.** Employees seeking to further their education may be eligible for an unpaid educational leave of absence and/or paid release time from a portion of their workday or workweek to attend class(es).
- B.** This includes paid time to attend conferences or seminars.

XVIII. LEAVE TRANSFERABILITY

Vacation and sick leave earned while working for a Washington State agency or institution of higher education may be transferred to WWCC in accordance with Washington statute. Upon request, the Payroll department will request a transfer of the sick leave balance from the previous employer. Likewise, an employee transferring from WWCC to another Washington State agency or institution of higher education may have their leave balances transferred to their new employer.

XIX. SEPARATION/RETIREMENT

- A.** Separation.
 - 1.** Employees who separate from employment for any reason will receive payment for accumulated vacation leave in accordance with Office of Financial Management (OFM) regulations.
 - 2.** Accumulated sick leave has no cash value upon separation. Employees who return to eligible service within five (5) years of separation will have their sick leave balance restored or transferred to an another eligible employer.
- B.** Retirement.
 - 1.** Upon retirement, employees will have accumulated vacation leave transferred to a Voluntary Employee Benefits Association (VEBA), as specified by the VEBA Medical Benefits Plan Administrative Procedure. If there is no VEBA requirement in place, remuneration for accumulated vacation leave will be the same as for other separation reasons.
 - 2.** Upon retirement, accumulated sick leave will be transferred to a VEBA at a rate of 25% as specified by the VEBA Medical Benefits Plan Administrative Procedure. If there is no VEBA requirement in place, employees will receive payment for their accumulated sick leave at a rate of 25% as specified by OFM.

XX. ATTENDANCE INCENTIVE PROGRAM

In January of the year following a year in which a minimum of sixty (60) days of sick leave is accrued, and each following January, an eligible employee may exercise an option to receive remuneration for unused sick leave accumulated in the previous year at a rate equal to one day's monetary compensation of the employee for each four (4) full days of accrued sick leave in excess of sixty (60) days. Sick leave for which compensation has been received shall be deducted from accrued sick leave at the rate of four (4) days for every one day's monetary compensation.

XXI. AUTHORITY

The authority for this Administrative Policy comes from the Board of Trustees Delegation of Authority Policy approved April 20, 2005; RCW 28B.50.553; RCW 43.01.042.

XXII. Policy Contact: Vice President of Human Resources

Approved by: Dr. Derek Brandes, President
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