



Walla Walla Community College

Policy: Annual Leave Extension for Non-Tenable
Administrative and Exempt Employees

Adopted: January 24, 1980

Annual Leave Extension for Non-Tenable Administrative and Exempt Employees

Whereas, on October 12, 1972, the Board of Trustees adopted a resolution and policy providing that "no employee in a non-tenurable administrative position or in an exempt position shall have accrued to his/her credit on January 1 annual leave in excess of 22 days, and should any such employee have unused annual leave accrued in excess of 22 days on January 1 of any year, those days shall be cancelled as of that date. That this policy is intended to cover only employees in non-tenurable administrative positions and exempt positions and shall in no way be construed to change or affect policies relating to other employees of Walla Walla Community College" and

Whereas, it has been found that because of unusual circumstances and/or workloads within the college, on occasion employees covered by said policy cannot utilize their annual leave as required, Now Therefore

BE IT RESOLVED by the Board of Trustees of Community College District No. 20 that said policy shall be amended to read as follows:

"It shall be the policy of Community College District No. 20 that no employee in a non-tenurable administrative position or in an exempt position shall have accrued to his/her credit on January 1 of any year annual leave in excess of 22 days which has been accrued prior to the then current fiscal year, and should any such employee have annual leave accrued in excess of that amount those days shall be cancelled as of that date; excepting, that should the president of the college, and in the event the employee is the president of the college, the chairman of the board of trustees, determine that said employee, because of unusual circumstances and/or workload within the college, could not utilize his/her annual leave as required, may extend the use of such annual leave for one additional year

"That this policy is intended to cover only employees in non-tenurable administrative positions and exempt positions and shall in no way be construed to change or affect policies relating to other employees of Walla Walla Community College."

BE IT FURTHER RESOLVED that this policy shall be effective commencing January 1, 1980.

ADOPTED at a meeting of the Board of Trustees of Community College District No. 20, State of Washington, on January 24, 1980, with a quorum of such Trustees duly present after notice of such meeting had been duly and regularly given as required by law.