



# Walla Walla Community College

Policy: Accrual and Use of Administrative and Exempt Personnel Leave

## Accrual and Use of Administrative and Exempt Personnel Leave Policy

It shall be the policy of Community College District #20 that no employee in a non-tenurable administrative position, or an exempt position, shall have accrued to his/her credit on January 1 of any year an annual leave in excess of thirty (30) 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 that 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 work load within the College, could not utilize his/her annual leave as required, may extend the use of such annual leave for each month's said leave as so deferred.

As this policy is intended to cover only employees in non-tenurable administrative positions and exempt positions, it shall in no way be construed or affect policies relating to any other employee of Walla Walla Community College.

Administrative or exempt employees, whose employment is terminated by their death, reduction in force, resignation, dismissal, or retirement, shall be compensated for their leave, not to exceed thirty (30) days.