

Leave FAQs

Sick Leave (S)

Classified and Exempt employees

- Accrual starts the first month of employment
- Employees will not accrue sick leave if leave without pay status exceeds 10 working days in any calendar month
- Sick leave usage regulations:
 - The Collective Bargaining Agreement reads:
Article 12.2 Sick Leave Use
 - A. *A personal illness, injury or medical disability that prevents the employee from performing his or her job, or personal medical or dental appointments.*
 - B. *Care of family members as required by the Family Care Act, WAC 296-130.*
 - C. *A death of any relative that requires the employee's absence from work. Relatives are defined for this purpose as spouse, significant other, domestic partner, son, daughter, grandchild, foster child, son-in-law, daughter-in-law, grandparent, parent, brother, sister, aunt, uncle, niece, nephew, first cousin, brother-in-law, sister-in-law and corresponding relatives of employee's spouse, significant other or domestic partner.*
 - D. *Childcare emergencies after the employee has exhausted all of his or her accrued compensatory time. Use of sick leave and vacation leave for emergency childcare is limited to a combined maximum of four (4) days per calendar year.*
 - E. *To care for a child under the age of eighteen (18) with a health condition that requires treatment or supervision, or to make arrangements for extended care.*
 - F. *Illness or preventive health care appointments of relatives, significant others and domestic partners when the presence of the employee is required.*
 - G. *Leave for Military Family Leave as required by RCW 49.77 and in accordance with Article 19.14.*
 - H. *Leave for Domestic Violence Leave as required by RCW 49.76.*
 - I. *Qualifying absences for Family and Medical Leave (Article 15).*

Faculty

- Accrual starts the first month of employment
- Faculty who call in sick for the day will report seven (7) hours of leave, which the college will deduct from their accumulated leave balance
- A faculty member that goes home sick and does not complete a normal work day will report, in consultation with their dean, the hours that they miss proportionate to a seven (7) hour day. The college will deduct those hours from their accumulated leave.
- All other leave situations must be discussed with dean(s) in advance. Schedule adjustments will be made in accordance with Article 5.3 of the Collective Bargaining Agreement.
- Sick leave usage regulations:
 - The Collective Bargaining Agreement reads:
Article 8.3 Sick Leave
 - 8.3.1. Sick Leave: Leave taken for illness of the professor or to care for an immediate family member. Sick leave is charged against the professor's accumulated leave balance. 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; and illness, injury, or death of a family member. Family members are defined as parent, step-parent, sister, brother, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, minor/dependent child, and child. The employer reserves the right to request reasonable proof in event of leaves for illness or injury.

Adjunct and Associate Professors

- Leave should be reported for the instruction hours missed.

Personal Holiday Leave (P)

Classified and Exempt employees

- Accrues after 4 months of employment
- 1 workday each calendar year (equivalent to employees normal hours)
- Hours must be taken consecutively, not taken in increments
- Expires at the end of each calendar year – December 31st

Personal Leave Day (X)

Classified employees

- Accrues after 4 months of employment
- 2 workdays each fiscal year based on the CBA (equivalent to employees normal hours)
- Hours must be taken consecutively, not taken in increments
- Expires at the end of each fiscal year – June 30th

Vacation Leave (V)

Classified employees

- Accrues after 6 months of employment
- Accrual is based on full years of services
- Hours must not exceed 240 hours on employees anniversary month (Month of hire)
- Any leave that exceeds 240 after the last day of hire month will be lost

Exempt employees

- Accrues starts the first month of employment
- Hours must not exceed 240 hours at the end of each fiscal year-June 30th
- On June 30th, any leave that exceeds 240 hours will be lost

Holidays

- If a holiday falls on an employee's scheduled day off, the employee must coordinate with their supervisor, to take an alternate day off within the week of the holiday
- If a holiday falls on a Saturday, the Friday before will be the holiday
- If a holiday falls on a Sunday, the following Monday will be the holiday
- If a classified employee works on a holiday, they will be paid for the hours actually worked at the overtime rate on top of received holiday pay (double time and a half).
 - To report working on a holiday in TLR, you would change the automated code "K" to "H" and enter the number of hours worked.
- If an employee is not in pay status (Leave without pay status) the day before a holiday, they will not receive pay for the holiday. An employee must be in pay status the day prior to a holiday, to receive pay for the holiday.
- Temporary employees who are required to work on a recognized holiday will receive time

and a half pay for the hours worked.

Overtime (O)

Overtime Eligible Classified employees only

- A work week is Sunday to Saturday
- An employee is not in overtime status until they exceed their scheduled hours for the week.
 - Ex. If an employee works 40 hours per week, they will not be in overtime status, until they exceed 40 hours
- Overtime should be indicated on your timesheet only after you have exceeded your normal work hours for the week.

Ex. Your normal schedule is Monday – Friday 8-5, 40 hours per week. You work 1 hour later on Monday and Tuesday. You would complete your timesheet as follows:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	W-9	W-9	W-8	W-8	W-6 O-2	

Q: Why would I mark my overtime on Friday, when I worked overtime on Monday and Tuesday?

A: You would not mark Overtime (O) on Monday or Tuesday because you have not exceeded 40 hours in a week at this point. Once you have worked 6 hours on Friday, this is when you have exceeded 40 hours and are in “overtime” status.

Q: I worked overtime on Wednesday, the 14th of the month, why did I not receive my overtime pay?

A: Since the 15th is technically the last day of the pay period and you did not go into “overtime” status until Friday the 16th, your overtime could not be processed yet and therefore will be on your next pay check.

Comp-time

- Comp time must be used by June 30th.
- If comp time is not used by June 30th, it will be cashed out.
- With supervisor approval, employees whose work load requires overtime during the months of May and June may carry forward up to 24 hours of comp time.
 - *The Collective Bargaining Agreement reads:*
Article 8.4 Compensatory Time for Overtime-Eligible Employees
D. Compensatory Time Cash Out
 1. *All compensatory time must be used by June 30th of each year. If compensatory time balances are not scheduled to be used by the Employee by April of each year, the supervisor will contact the employee to review his or her schedule. The employee’s compensatory time balance will be cashed out every June 30th or when the employee separates from the Employer. Employers may continue their current practices with respect to compensatory time cash out when the employee transfers to another position.*

2. *As an exception to 8.4 D.1 above, an appointing authority or his or her designee may allow an employee to carry forward up to twenty-four (24) hours of compensatory time past June 30th when an employee's workload requires overtime during the months of May and June.*

Questions?

Please check your [Web Earnings History](#) or call Human Resources at 596-5500 to check your current leave balances.