



Operational Policy

Policy Name	LEAVES AND REPORTING
Policy Number	640
Date Adopted	8/22
Date(s) Revised	Revised 6/25

Sick Leave

Exempt Employees

Permanent full-time employees earn eight (8) hours of sick leave per month. 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; illness, injury, or death of relatives. Part-time employees and adjunct and associate professors earn sick leave on a prorated basis.

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 by the supervisor.

When an employee cannot appear for work because of illness, the employee will contact their 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 consecutive 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.

Sick Leave Incentive Buyback: In January of each year, full-time employees whose sick leave balance at the end of the previous year exceeds four hundred eighty (480) hours or sixty (60) days may elect to convert the sick leave hours earned in the previous calendar year, minus those hours used during the year, to monetary compensation. This attendance incentive is calculated at a rate of one (1) full day's pay for each four (4) days of accumulated sick leave. If you qualify for the leave incentive, you will be notified by the Human Resource Office in January of your ability to participate.

Separation: Per RCW 28B.50.551(5), exempt staff leaving the College to work for another state employer will have their sick leave transferred to the gaining state office, department or institution. At the time of retirement from state service or at death, an employee or the employee's estate will receive cash for their sick leave balance on a one (1) hour for four (4) hours basis. An employee who separates from the College for any reason other than retirement or death shall not be paid for accrued sick leave. To be eligible to receive sick leave cash out, an employee must be employed by the College at the time of retirement or death.

Classified Employees

Classified employees should refer to the current WPEA Agreement for information regarding sick leave accruals, use, annual cash out and separation.

Faculty

Faculty (Full and part-time) should refer to the current Collective Bargaining Agreement for information regarding sick leave accruals, use, annual cash out and separation.

Represented Exempt Employees

Represented Exempt employees should refer to the current Collective Bargaining Agreement for information regarding sick leave.

Vacation Leave

Exempt Employees

Exempt employees will be eligible to earn a maximum of twenty-three (23) days of annual leave or a percentage thereof per year. The number of days of annual leave granted will be shown on the annual contract of those employees. An employee may not utilize vacation leave in advance of its accrual.

Exempt employees may accumulate a maximum vacation balance not to exceed 280 hours. Leave in excess of 280 hours must be used by June 30th of each year or will be lost.

Exempt employees per RCW 43.01.040 leaving Grays Harbor College (GHC) to work for another state employer are entitled to have their vacation leave transferred to the succeeding state office, institution or department. In the event the employee chooses not to transfer their vacation leave balance, GHC will cash out this vacation leave balance by the effective date of the employee's departure from the College. If the exempt employee is limited regarding how much vacation leave can be transferred to the gaining state employer, the College will cash out the difference (up to 280 hours) between this amount and the employee's accrued vacation balance. Employees transferring in vacation leave from another State agency will be limited to transferring in a maximum of 280 hours.

At retirement, resignation or termination from GHC state employment, vacation leave cash out will be limited to a maximum of 280 hours. To be eligible to receive vacation leave cash out, an employee must be employed by the College at the time of resignation, retirement, termination or death. Employee must have been continuously employed at GHC for at least 6 months in order to receive vacation payout. Vacation leave is not cashed out at any other time.

Classified Employees

Classified employees should refer to the current WPEA Bargaining Agreement for information regarding vacation leave

Represented Exempt Employees

Represented Exempt employees should refer to the current Collective Bargaining Agreement for further information regarding vacation leave.

Personal Leave Days

Exempt Employees:

Full-time exempt employees shall be granted four (4) days of paid personal leave per contract year. The purpose of the leave is to provide opportunity to conduct necessary personal business not covered under sick leave provisions. Said leave is not cumulative, and employees may not be compensated for unused personal leave. Employees intending to take a day of leave shall consult with their supervisor as far in advance as reasonably possible. This leave shall not be charged against any other leave account.

Classified Employees

Classified employees should refer to the current WPEA Agreement for information regarding personal leave days.

Faculty

Faculty (Full and part-time) should refer to the current Collective Bargaining Agreement for information regarding personal leave days.

Represented Exempt Employees

Represented Exempt Employees should refer to the current Collective Bargaining Agreement for information regarding personal leave days.

Sabbatical Leave

Faculty and represented exempt staff should refer to the current Collective Bargaining Agreement for information on Sabbatical Leave.

The philosophy of this sabbatical leave and leave of absence policy is to allow members of exempt employees to seek leave from college duties for purposes of professional growth. The successful operation of this sabbatical leave plan depends upon the good will and cooperation of those who administer it, those who participate in it, and the availability of funds to implement it. Leave policies and procedures for Faculty are outlined in the collective bargaining agreement currently in force.

Leaves of absence without pay and sabbatical leaves with pay for educational and professional purposes may be granted for one quarter of leave for each six (6) quarters of full-time professional service to Grays Harbor College. The maximum leave is three (3) quarters (one academic year). Selection of staff members applying for less than a year's leave will depend, in part, on availability of replacement.

Pay during sabbatical leaves shall be at the rate of seventy-five percent of the regular contract pay. Compensation for leaves of less than an academic year shall not exceed a proportional amount of the annual rate, computed on a daily rate.

Full-time exempt staff with at least five years of continuous service at Grays Harbor College are eligible to apply for sabbatical leave.

A sabbatical leave will be contingent upon a signed contractual agreement between the recipient and the Board providing that the recipient shall return to the institution for a period commensurate with the amount of leave granted or return the total remuneration for the leave.

Exempt employees returning to the College after sabbatical leave shall be given the same consideration for annual contracts of employment as would have been provided had they not been on leave. If the College opts not to renew a contract of employment before an exempt employee has met the commitment to return to the College for a period commensurate with the amount of leave granted, then the exempt employee will not be obligated to return any remuneration received while on leave.

The president shall choose among applicants for sabbatical leaves based on the following criteria:

1. Work or study concerned with programs that will directly benefit the College.
2. Work or study that will result in the professional improvement of the College staff.
3. Length of service to the College.
4. Funding available.

5. Plan of coverage for administrative duties during sabbatical.

All sabbatical leaves count as equivalent service for purpose of salary adjustment and for all other seniority purposes.

Applications for sabbatical leave shall be submitted to the President by February 15 of the academic year preceding the leave unless waived by the President.

Leave of absence without pay may be permitted by mutual consent of the applicant and the president. The person receiving such a leave must sign an agreement to return to Grays Harbor College for a period commensurate with the amount of leave granted.

Employee Absences for Holidays of Faith or Conscience

Exempt and Faculty

As required by RCW 1.16.050 College employees are entitled to two unpaid holidays per calendar year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. An employee may take their unpaid holidays on the specific days desired unless an employee's absence would impose an undue hardship on the College or the employees are necessary to maintain public safety. Undue hardship is defined by RCW 43.41.109.

Seniority will not be impacted by absences authorized under this policy. Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal. The employee may choose to use paid leave in lieu of leave without pay if they have paid leave available to them. Employees shall request the holiday for reason of faith or conscience at least two-weeks in advance of any desired holiday unless the purpose of the holiday was not known until later. Employees shall request unpaid holidays following the same procedure as requesting any other leave.

Classified Employees

Classified employees should refer to the current WPEA Agreement for information regarding holidays for a reason of faith or conscience.