

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. 1. A personal illness, injury or medical disability that prevents the employee from performing their job, or personal medical or dental appointments.
2. The reasons allowed under the Minimum Wage Requirements and Labor Standards, RCW 49.46.210.Care of family members as required by the Family Care Act, [WAC 296-130](#).
 - B. 1. Care of family members as required by the Family Care Act, WAC 296-130. WFSE HE CC 2017-19 33
2. Illness or preventative health care appointments of relatives, significant others and domestic partners when the presence of the employee is required.
3. The reasons allowed under the Minimum Wage Requirements and Labor Standards, RCW 49.46.210, family members to include a:
 - a. Child, including biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status;
 - b. Biological, adoptive, de facto, or foster parent, stepparent, or legal domestic partner, or a person who stood in loco parentis when the employee was a minor child;
 - c. Spouse;
 - d. Registered domestic partner, as defined by RCW 26.60;
 - e. Grandparent;
 - f. Grandchild; or
 - g. Sibling
 - C. In accordance with the Minimum Wage Requirements and Labor Standards, RCW 49.46.210, when an employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason; health reason, as defined in WAC 296-128-600 (8), means a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material; and health-related reason does not include closure for inclement weather.
 - D. 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.
 - E. 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.
 - F. Leave for Military Family Leave as required by [RCW 49.77](#) and in accordance with

[Article 19.14.](#)

- G. Leave for Domestic Violence Leave as required by [RCW 49.76](#).
- H. Qualifying absences for Family and Medical Leave ([Article 15](#)).

Faculty

- Accrual starts the first month of employment
- All Faculty who are ill are expected to contact their supervising administrator in advance of expected duties or activities when possible. If sick leave continues beyond one day, the faculty is expected to inform their supervising administrator(s) of ongoing leave at the start of each new work day, until returning to duty. If the faculty knows in advance of the need to use extended sick leave, the specific duration of leave can be given and not require daily updates.
- Probationary/Tenured 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.
- Adjunct/Associate Faculty who call in sick, or otherwise take leave, will record leave based on the scheduled teaching time missed from instruction, lab, or contact hours which the college will deduct from their accumulated leave balance.
- Probationary/Tenured Faculty who go home sick and fail to complete a normal work day will report, in consultation with their supervising administrator, the hours that they miss proportionate to a seven (7) hour day. The college will deduct those hours from their accumulated leave.
- All Faculty will notify supervising administrator of intent to use Personal Leave a minimum of two hours in advance of expected duties or activities.
Probationary/Tenured Faculty will submit appropriate leave on TLR.
Adjunct/Associate faculty will complete paper leave requests and submit it to the supervising administrator(s) for the department(s) in which work was missed.
- All Faculty will discuss all other leave situations in advance with their supervising administrator, who will adjust schedules in accordance with Article 5.3 of the collective bargaining agreement.
- Sick leave usage regulations:
 - The Collective Bargaining Agreement reads
[Article 8.3 Leave with Pay](#)
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.
- All Faculty will discuss all other leave situations in advance with their supervising administrator, who will adjust schedules in accordance with Article 5.3 of the collective bargaining agreement.
 - 8.3.5. Personal Leave: Professors may use up to three (3) days of accumulated leave annually for personal reasons. Professors are not required to disclose the reason for Personal Leave.

Personal Holiday Leave (P)

Classified and Exempt employees

- Accrues after 4 months of employment
- 1 workday each calendar year (equivalent to employee's normal hours)
- **Most of the time**, hours must be taken consecutively, not taken in increments
- Expires at the end of each calendar year, December 31st
- Per Article 10.4 of Classified CBA Part or all of a personal holiday may be used for:
 1. The care of family members as required by the Family Care Act, WAC 296-130;
 2. Leave as required by the Military Family Leave Act, RCW 49.77 and in accordance with Section 19.14; or
 3. Leave as required by the Domestic Violence Leave Act, RCW 49.76.

Personal Leave Day (X)

Classified employees

- Accrues after 4 months of employment
- 2 workdays each fiscal year based on the current CBA (equivalent to employee's normal hours)
- **Most of the time**, hours must be taken consecutively, not taken in increments.
 - *Ex. If your hours for a standard day are 8 hours, you must use the whole 8 hours consecutively.*
 - Upon request, an employee will be approved to use part or all of their personal leave day for:
 1. The care of family members as required by the Family Care Act, WAC 296-130;
 2. Leave as required by the Military Family Leave Act, RCW 49.77 and in accordance with Section 19.14; or
 3. Leave as required by the Domestic Violence Leave Act, RCW 49.76.
 4. Any remaining portions of personal leave day must be taken as one (1) absence, not to exceed the work shift on the day of the absence.
- Expires at the end of each fiscal year, June 30th

Vacation Leave (V)

Classified employees

- Accrual starts the first month of employment and is available for use as soon as it is accrued.
- Accrual is based on full years of state service
- Hours must not exceed 240 hours on the last day of an employee's anniversary month (Month of hire)
- Any leave that exceeds 240 after the last day of hire month will be lost

Exempt employees

- Accrual 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.
- Part-time hourly 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 40 hours in a week.
 - *Ex. If an employee works 40 hours per week, they will not be in overtime status, until they exceed 40 hours*
 - *Ex. If an employee's normal work hours are 35 and they work 2 extra hours that week, they will not be in overtime status because they worked 37 hours that week and are still under 40 hours within a week.*
- 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:

SUN	MON	TUES	WED	THUR	FRI	SAT
	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

Overtime Eligible Classified employees only

- 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.

Leave without Pay (L)

Classified employees

- According to the CBA 19.1, leave without pay will be granted for the following reasons:
 - A. Family and Medical Leave (Article 15);
 - B. Compensable Work-Related Injury or Illness Leave (Article 16);
 - C. Military Leave;
 - D. Cyclic employment;
 - E. Volunteer firefighting leave;
 - F. Military family leave; or
 - G. Domestic violence leave
- In TLR, you must save a remark to your timesheet when using LWO (L) code.

Bereavement Leave (D)

Classified employees

- According to the CBA 18.01, bereavement leave regulations reads as follows:
 - A. Up to five (5) days of paid bereavement leave will be granted for the death of any family member or household member that requires the employee's absence from work. Family members are defined for this purpose as mother, father, stepmother, stepfather, sister, brother, mother-in-law, father in-law, domestic partner's mother, domestic partner's father, spouse, domestic partner, grandparent, grandchild, son, daughter, stepchild, and a child in the custody of and residing in the home of an employee.
 - B. Sick leave may be used for the death of a family member per Subsection 12.2 C. In addition, the Employer may approve an employee's request to use compensatory time, vacation leave, personal holiday, leave without pay, or personal leave for the purposes of bereavement and in accordance with this Agreement.

Exempt employees

- According to SPSCC's [Bereavement Leave Policy](#), admin/exempt employees must adhere to the following policy:
 - A. Leave up to a maximum of three days per bereavement shall be granted in the event of a death of the administrator's immediate family member. (Family members are defined as individuals who are the mother, father, sister, brother, mother-in-law, father-in-law, husband, wife, grandparent, grandchild, son, daughter, stepchild or a child in the custody of and residing in the home of an employee.)
 - B. Leave time to pay last respects to very close deceased friends may be granted for a partial day.

Faculty employees

- In accordance with the faculty contract
 - A. Leave with pay granted in the event of a death of the professor's immediate family member. Immediate family members are defined as parent, step-parent, sister, brother, parent-in-law, spouse, registered domestic partner, grandparent, grandchild, minor/dependent child, and child. Leave time to pay last respects to very close deceased friends may be granted for a partial day.
 - **Probationary and Tenured Professors:** Bereavement leave does not affect the professor's leave balance. Up to a maximum of 5 days will be granted per bereavement.
 - **Adjunct and Associate Professors:** Bereavement leave is charged against the professor's leave balance.

Questions?

Please check your [Web Earnings History](#) or call Human Resources at (360) 596-5500 to check your current leave balances.