

Cyclic-Year Positions for Classified Employees

NOTE: The website URL for **Workday reference guides** that are referenced in this section is:
<https://confluence.esg.wsu.edu/display/WKB/Workday>

OVERVIEW

A department may establish a cyclic-year position if the department has known recurring periods in the annual cycle when the position is not needed or if there is limited funding for the position. (*WAC 357-19-295*)

Both civil service and collective bargaining unit positions may be established as cyclic-year positions. For purposes of this section, civil service and collective bargaining unit positions are referred to as classified positions.

Definition

A cyclic-year employee works less than 12 months each year and is on leave without pay (LWOP) at specified times, e.g., low activity periods.

Annual Cycles

Departments establish an annual cycle for cyclic-year positions. Cycles may coincide with the academic year, fiscal year, calendar year or any other appropriate cycle.

Leave Accruals, PIDs

Civil service employees refer to *BPPM 60.57* and *WAC 357-31* regarding leave and *BPPM 60.29* and *WAC 357-28-055* for information regarding periodic increment dates.

Collective bargaining unit employees refer to the applicable agreements for information regarding leave and periodic increment dates.

STARTING A CYCLIC-YEAR POSITION

Use Workday to establish a cyclic-year position. See the Workday Create and Close Position reference guide.

Reduction in Force

Contact HRS at least 30 days before reducing a filled position to a cyclic-year position. Layoff procedures may apply to the reduction (see *BPPM 60.37*).

ANNUAL NOTIFICATION

Upon appointment and before the start of each annual cycle, the employing department sends each cyclic-year employee a letter which specifies the scheduled periods of LWOP for the coming year. The letter must be sent at least 15 calendar days before the annual cycle begins. Refer to [Figure 1](#) or use the Cyclic-Year Memorandum template.

For a cyclic-year employee hired within the cycle, the department sends the employee a letter documenting the scheduled periods of LWOP remaining in the cycle.

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Routing Cyclic Year Letters The department sends the cyclic-year letter to the employee with copies to HRS and Payroll Services.

REPORTING LWOP The employee must record cyclic leave without pay (LWOP) on their Absence Calendar using the reason code of Cyclic. This may be initiated by the employee, Manager, Timekeeper or HR Partner. (See the applicable Time and Absence reference guides.)

Recording Leave Accruals If there are 11 or more full days of LWOP, a civil service employee receives no leave accruals for the month.
(WAC 357-31-175)

A collective bargaining unit employee refers to the applicable bargaining unit agreement regarding LWOP and leave accruals.

CHANGES TO LWOP SCHEDULE

Changing LWOP Period When increasing or decreasing a LWOP cyclic period for a position, e.g., changing the basis of service from ten months to nine months, layoff procedures may apply. Contact HRS and see *BPPM 60.37*.

Extended Cyclic Appointment When an employee returns to work during the scheduled period of cyclic LWOP at the request of the department, the cyclic appointment is extended.

To offer additional employment during a LWOP cyclic period the employing department completes and sends an offer of additional work to the incumbent employee. A copy of the offer is sent to HRS and Payroll Services. (See [Figure 2](#) for an example offer letter.)

The department allows the incumbent at least three days to respond.

Offer Declined The department may hire another classified employee or a temporary employee if the incumbent declines the offer or does not respond within three days. Contact HRS for assistance.

**Offer Accepted/
Reporting Hours** Report actual hours worked on the Absence Calendar. Once recorded, route it to the Manager and Timekeeper for processing.

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Holidays

A cyclic employee qualifies for holiday compensation if they work or are in pay status on their last regularly scheduled working day before the holiday(s) in that month. (*WAC 357-31-010(3)*)

EXAMPLE: If the last scheduled work day is May 15, the department or the employee records the holiday on the employee's Absence Calendar. Once recorded it is routed to the Manager and Timekeeper for processing to pay the employee for the Memorial Day holiday.

Employees on extended cyclic appointments must be in paid status the full scheduled work shift before a holiday in order to be paid for the holiday. The holiday pay is at the same rate as the rate for the employee's normal appointment.

ANNUAL LEAVE DURING A LWOP PERIOD

Employee Request

The use of annual leave must be requested by the employee.

Departmental Discretion

The department may or may not approve a request to use annual leave. (EXCEPTION: See HRS for more information.)

Use at Beginning or End

An employee may use annual leave at the beginning or end of a cyclic LWOP period. The employee records the holiday on their Absence Calendar. Once recorded route it to the Manager and Timekeeper for processing. Annual leave used during the period does not alter the dates established for cyclic LWOP as recorded in the employee's Annual Cycle Memorandum.

EXAMPLE: If the cyclic LWOP period begins May 16 and ends August 16, the employee may use annual leave right after May 16 and/or immediately before August 16.

Offer of Additional Work

When an employee accepts an offer of additional work during a cyclic LWOP period, annual leave may be used during those days the employee is scheduled to work. The employee must request the use of annual leave.

NOTE: A department may not make an offer of additional work solely to provide an opportunity for an employee to use annual leave.

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Annual Leave Accrual *If an employee has an hourly position during the scheduled cyclic leave without pay period, the employee accrues annual and sick leave unless they are on LWOP for 11 or more days in the calendar month. (The hourly position could be with the home department or with another department.)*

MODEL LETTERS

Cyclic-Year Letter Model A department may reproduce the Cyclic-Year Memorandum or develop a letter using *Figure 1*.

CYCLIC-YEAR MEMORANDUM	
(Date the cyclic-year letter at least 15 calendar days prior to beginning of the cyclic year.)	
TO:	(Employee Name; include WSU ID Number and Position Number)
FROM:	(Supervisor's Name, Department)
SUBJECT:	Periods of Leave Without Pay for Your (number of months in the cycle) Month Cyclic-Year Appointment
The annual cycle for your position begins (Indicate the dates of the cyclic year, e.g., begins August 1 and ends July 31.) of each year. Your scheduled days of leave without pay this year are: Specify the dates of the leave without pay periods, for example August 1, 2020 through August 31, 2020 and June 1, 2020 through July 31, 2020.)	
During any scheduled periods of leave without pay, you may be offered additional work on an extended cyclic year appointment.	
If you work for another department on an hourly basis during your scheduled leave without pay period, you will accrue annual leave and sick leave after including the additional work, unless you have 11 or more full days of LWOP for the month:	
Direct questions about unemployment compensation to the Washington State Department of Employment Security.	
If you have questions about this schedule of leave without pay, please contact me.	
cc:	Human Resource Services Payroll Services

Figure 1

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Offer of Additional Work

MEMORANDUM	
(Date)	
TO:	(Employee)
FROM:	(Supervisor's Name and Department)
SUBJECT:	(Offer of Additional Employment During Cyclic-Year LWOP Period)
This is an offer of additional employment during the period of scheduled leave without pay in your cyclic-year appointment. This employment begins (Specify the dates, e.g., June 1, through June 4, 2020).	
Please circle your response, sign, and return this offer to me within three days.	
I (do/do not) accept this offer of additional employment.	
_____ Signature	_____ Date
cc: Human Resource Services Payroll Services	

Figure 2