

Faculty and Administrative Professional Personnel Leave

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

OVERVIEW

The faculty and administrative professional (AP) personnel leave regulations included in this section are based upon policies in the *Faculty Manual*, the *Administrative Professional Handbook*, the *Business Policies and Procedures Manual*, and the Fair Labor Standards Act (29 USC 201).

| Types of Leave

Types of leave described in this section are:

- [Annual leave](#)
- [Civil leave](#)
- [Compensatory time](#)
- [Disability leave](#)
- [Emergency leave](#)
- [Faculty leave with pay](#)
- [Faculty retraining leave](#)
- [Faith or conscience holiday](#)
- [Family medical leave](#)
- [Holiday](#)
- [Leave due to suspended operations, emergency closures, or inclement weather](#)
- [Leave for life-giving procedures](#)
- [Leave for spouse of member of the military](#)
- [Leave for voting](#)
- [Leave without pay \(LWOP\)](#)
- [Military leave](#)
- [Parental leave](#)
- [Personal holiday](#)
- [Professional leave](#)
- [Sick leave](#)
- [Training release time](#)
- [Unauthorized absence](#)
- [Victims of domestic violence, sexual assault, or stalking](#)
- [Work-related injury or illness](#)

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Shared Leave

For information regarding shared leave, see *BPPM* 60.58.

Ineligible for Leave

The following categories of faculty and AP employees *do not* earn leave:

- Retired faculty and AP employees who are rehired on less than half-time (e.g., 40 percent FTE) appointments
- Visiting faculty on summer appointments
- Temporary faculty employed less than half time
- Temporary faculty employed less than one semester (academic appointment) or less than six months (annual appointment)
- Adjunct faculty

Ineligible for Annual Leave

Faculty on academic appointments do not earn annual leave.

Departmental Guidelines

In addition to the rules specified in the *Business Policies and Procedures Manual (BPPM)*, the *Faculty Manual*, the *Administrative Professional Handbook*, and the Fair Labor Standards Act (29 USC 201), departments should develop internal processes for requesting and approving all leave.

Assistance

Supervisors and employees may contact Human Resource Services (HRS) regarding leave issues and for interpretations of these regulations; e-mail hrs@wsu.edu, or telephone the campus HRS office at:

- Pullman: 509-335-4521
- Spokane: 509-358-7566
- Tri-Cities: 509-372-7302
- Vancouver: 360-546-9587
- Everett: 425-405-1754

Reporting Leave

Faculty or AP employees who are ineligible to earn overtime report leave on the Absence Calendar in Workday. (See the applicable Workday Time and Absence reference guide.)

Faculty or AP employees who are eligible to earn overtime report leave on the Absence Calendar in Workday. (See the applicable Workday Time and Absence reference guide.)

Annual leave cannot be taken before it is earned.

Faculty and Administrative Professional Personnel Leave**ANNUAL LEAVE****Earning Annual Leave**

AP employees earn annual leave at the rate of 16.67 hours per month of completed service, based on full-time equivalent (FTE). Part-time appointments earn annual leave based on their full-time equivalent, e.g. 50 percent FTE earns 8.34 hours annual leave per month. AP appointments are not established for less than 50 percent FTE and/or for less than a six-month term.

See the *Administrative Professional Handbook* for more information. To view the handbook, go to the HRS website at:

hrs.wsu.edu/ap-handbook/

Faculty on annual appointments earn annual leave at the rate of 16.67 hours per month of completed service, based on full-time equivalent. Faculty on academic-year appointments do not earn annual leave.

Employees hired or separated within the month receive leave on a prorated basis. Prorated annual leave for the month is calculated as follows:

$$\text{Number of days worked} \div \text{number of working days in the month} = \textit{Fraction}$$

$$\textit{Fraction} \times 16.67 \times \text{Percent FTE} = \text{Annual leave accrual}$$
Maximum Accrual

The maximum annual leave accrual is 352 hours (44 working days).

LWOP

Faculty and AP employees accrue annual leave on a prorated basis for portions of months that include leave without pay.

Prior State Service

An employee who transfers to WSU with no break in service transfers accrued annual leave hours if they transfer from:

- A state of Washington agency.
- A state of Washington higher education institution.
- A state of Washington educational service district.
- A state of Washington school district.
- The office of the Washington superintendent of public instruction.

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Prior State Service (cont.) Employment by a state of Washington educational service district and a state of Washington school district is not considered to be state service. Employees may transfer accumulated leave from the educational service district or school district. However, such employees do not receive credit for state service. See *BPPM* 60.19 for more information and instructions.

Using Annual Leave An employee may not use annual leave before the leave is earned. EXCEPTION: The annual leave hours earned during the final month of the appointment may be used in the final month.

Leave is scheduled with the approval of the unit administrator.

Faculty members moving from an annual to an academic year appointment must use any accrued annual leave within one year to avoid loss of earned leave.

Faculty or AP employees on a temporary appointment must use accumulated annual leave prior to the termination date of the appointment unless the employees receive a written exception from the appointing authority.

Leave Must Be Allowed The unit administrator *must* allow an employee to take annual leave for:

- Serious health condition of employee.
- Emergency or serious health condition of employee's eligible family member.
- Health condition of employee's minor or dependent child, which requires treatment or supervision.
- Parental leave.
- Active duty or to take part in active training duty in the armed forces of the U.S (see [Military Leave](#)).
- An employee whose spouse is a member of the military who has been notified of an impending call or order to active duty or who has been deployed (see also [Leave for Spouse of Member of Military](#)).
- Care for a spouse, son, daughter, parent, or next of kin who is suffering from a serious illness or injury arising from injuries incurred in the line of duty in the armed forces of the U.S. (see [Leave to Care for Service Member](#) for definition of the term *next of kin*).

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- Leave Must Be Allowed (cont.)
- Recovery from and coping with the effects of domestic violence, sexual assault, or stalking (see [Victims of Domestic Violence, Sexual Assault, or Stalking](#) and *RCW* 49.76).
 - Absence due to inclement weather, suspended operations, or emergency closures (see [Leave Due to Suspended Operations, Emergency Closures, or Inclement Weather](#)).

Use of Annual Leave
While on LWOP

An employee may not use annual leave while on leave without pay (LWOP).

EXCEPTION: An employee who is on LWOP for one of the following reasons may schedule paid leave each month to maintain eligibility for WSU-sponsored employee benefits:

- Family medical leave up to 12 weeks
- Disability leave up to four months
- Disability leave due to pregnancy or childbirth, as long as medically certified;
- Parental leave up to 12 weeks
- Worker's compensation (see [Work-Related Injury or Illness](#)).
- Military leave service in the uniformed services of the United States or the state of Washington, as long as required to serve
- Leave for an employee whose spouse is a member of the military who has been notified of an impending call or order to active duty or who has been deployed (see [Leave for Spouse of Member of Military](#))
- Leave to care for a spouse, son, daughter, parent, or next of kin who is suffering from a serious illness or injury arising from injuries incurred in the line of duty in the armed forces of the U.S. (see [Leave to Care for Service Member](#)); up to 26 weeks;
- Domestic violence leave (see [Victims of Domestic Violence, Sexual Assault, or Stalking](#)).

NOTE: Due to the multiple types of leave available for disability, maternity, or parental leave, or Worker's Compensation, as well as leave for military spouses or victims of domestic violence, consult with HRS regarding appropriate use of leave.

Sponsor Restrictions

Some sponsored agreements require that annual leave earned on a given contract be used during the contract. Leave balances earned while the employee is supported by any other source of funds may not be used during such a contract.

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International Contracts

International contracts include the above restriction. When a WSU employee is appointed to an international contract, the employee's existing annual leave balance is frozen. The employee must use all annual leave earned while abroad within the effective dates of the appointment or forfeit any unused hours.

Upon completion of the assignment abroad by assignment to a domestic project or to a state-funded appointment, the previously frozen annual leave balance is unrestricted and available in accordance with WSU policies.

Payment Upon Separation

See *BPPM 55.49*.

CIVIL LEAVE

WSU grants employees leave of absence with pay to serve on jury duty, as trial witnesses, or for other subpoenaed civil duties.

Jury Compensation

The employee may keep any compensation they receive for serving as a member of a jury.

Official Capacity

If an employee is appearing in court or at a hearing in a WSU official capacity, the employee is not on leave from the University. The activity is considered to be part of the employee's regular assignment. The employee is reimbursed for any incurred expenses in accordance with University procedures.

Voluntary Expert Testimony (Faculty Only)

Voluntary expert testimony by faculty members is governed by University policies regarding compensated outside service and extended professional activities for faculty. See *BPPM 60.44* and the *Faculty Manual*.

COMPENSATORY TIME (AP Employees Only)

Full-time overtime-eligible AP employees receive time and one-half regular pay for all hours worked in excess of forty hours per week.

Part-time overtime-eligible AP employees receive straight time pay up to forty hours per week. These employees are eligible to receive time and one-half regular pay for hours worked in excess of forty hours per week.

Overtime eligible AP employees receive cash payments for overtime for hours worked in excess of 40 hours in one workweek. However, at the employee's request, an employing official may approve compensatory time off in lieu of cash.

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COMP Time (AP Only) (cont.)

All paid holidays during an overtime-eligible AP employee's regular work schedule are considered as hours worked for purposes of determining overtime.

Leave with pay taken during the employee's regular work schedule is not considered as hours worked for purposes of determining overtime.

DISABILITY LEAVE

Faculty and AP employees may be qualified to receive disability leave, including leave due to pregnancy and/or childbirth, under the Family Medical Leave Act (FMLA) (see [Family Medical Leave](#)).

Requesting Disability Leave

An employee submits a request for disability leave through Workday. See the Workday Request a Leave of Absence reference guide.

The employee must submit medical certification or verification to HRS for the period of disability.

For advisory guidelines and more detailed information about disability leave, including disability leave due to pregnancy and/or childbirth, contact HRS; telephone 509-335-4521, or see HRS website at:

hrs.wsu.edu/employees/disability-services/medical-leave/

Leave Usage

Disability Because of Pregnancy or Childbirth

Disability leave related to pregnancy, childbirth, and/or family medical leave may be a combination of sick leave, annual leave, personal holiday, compensatory time, and LWOP. The employee chooses the combination and use of paid and unpaid leave during such disability leave.

Disability (Not Pregnancy, Childbirth, or FMLA-Related)

Disability leave not related to pregnancy, childbirth, or covered by FMLA may be a combination of sick leave, annual leave, personal holiday, compensatory time, and LWOP. However, the employee may not move in and out of paid status during such disability leave. Usually, the employee uses paid leave until such leave is exhausted and then uses unpaid leave for the remainder of the disability leave period.

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Continuing Employer-Paid Benefits

If necessary due to disability, the employee is allowed to use a minimum of eight hours of accrued paid leave per month for up to four months of disability leave due to pregnancy and/or childbirth (or as long as medically certified) to provide for continuation of employer-paid benefits. (The total months of such disability leave include the twelve workweeks provided under FMLA, if eligible.)

NOTE: If using LWOP, eight hours of paid leave per month may not be sufficient to cover the employee's portion of the insurance premiums. Contact HRS for more information.

During the fourth month following the family medical leave period, or if the employee is not eligible for family medical leave under FMLA, the eight hours paid leave should be used on the first working day of the month.

EMERGENCY LEAVE

Faculty and AP employees may use emergency leave for a death in the family or of a household member/partner or other comparable emergency.

Refer to the *Faculty Manual* and the *Administrative Professional Handbook* for definitions of family members and household members/partners.

To view the *Faculty Manual*, go to:

facsen.wsu.edu/?s=faculty+manual

To view the *Administrative Professional Handbook*, go to the HRS website at:

hrs.wsu.edu/ap-handbook

Deans or principal administrative officers may grant emergency leave not to exceed five days.

Extended Emergency Leave

Faculty

The Provost or the Provost's designee may extend leave up to ten days for faculty employees. See the *Faculty Manual* regarding procedures for requesting extended emergency leave.

AP Employees

The employee's administrative officer *and* the Director of HRS may extend leave up to ten days for AP employees. See the *Administrative Professional Handbook* regarding procedures for requesting extended emergency leave.

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FACULTY LEAVE WITH PAY

Leave with pay for purposes of official duties or services on behalf of the University may be authorized for faculty employees by the dean or principal administrative officer. For deans and principal administrative officers, the Provost may authorize leave. (*Faculty Manual*)

Special Leave With Pay

Ten days of special leave with pay may be requested by faculty members after two years of completed service. Additional requests may be made after each two-year period of completed service. Route written requests to the Provost and Executive Vice President through the intermediate administrative supervisors. (*Faculty Manual*)

FACULTY RETRAINING LEAVE

Faculty members may request retraining leave for up to two semesters or one year, respectively, for academic or annual year appointments.

Faculty members are eligible for retraining leave provided expect to serve WSU for at least five years following the leave and before retirement.

Procedures for applying for retraining leave are available from the Provost's Office. See the *Faculty Manual* for additional information.

FAITH OR CONSCIENCE HOLIDAYS

Faculty and AP employees are eligible to take two unpaid holidays per calendar year for reasons of faith or conscience or to engage in organized activity conducted under the auspices of a religious denomination, church, or religious organization. (*RCW 1.16.050*)

Employees may select the days desired for the unpaid holidays. Employees must provide reasonable advance notice to the employing official. The employing official must allow the requesting employee to take the unpaid holidays on the selected dates unless the employee's absence would impose an undue hardship on the University or the employee's attendance is necessary to maintain public safety. HRS is available to assist in making hardship determinations.

Employees must take each unpaid holiday as a full day or full shift. Employees may not split an unpaid holiday by taking part of the hours on one day and the balance on another day.

See [Accruals While on LWOP](#) for information about how LWOP affects leave accruals.

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FAMILY MEDICAL LEAVE

Faculty and AP employees may use any combination of annual leave, sick leave, or LWOP for family medical leave.

Family medical leave benefits are provided concurrently with University leave benefits, in accordance with the federal FMLA.

Requirements

In accordance with the Family and Medical Leave Act (FMLA) of 1993 (29 USC 2601 et seq.), an employer must grant eligible employees a total of 12 workweeks of absence during a rolling 12-month period for any of the following reasons:

- To seek treatment and recover from the employee's serious health condition.
- To care for the employee's parent, spouse, or child who has a serious health condition.
- To provide care to the employee's newborn, adopted, or foster child.

Leave to Care for Service Member

Upon request, the University must grant eligible faculty or AP employees up to a total of 26 workweeks of absence during a rolling 12-month period to care for an allowed individual. Allowed individuals include a spouse, son, daughter, parent, or next of kin who is suffering from a serious injury or illness arising from injuries incurred in the line of duty in the U.S. armed forces. For FMLA purposes, the term *next of kin* is defined as the nearest blood relative of the ill or injured individual.

Eligible Employee

An eligible employee is an employee who has:

- Worked for the state for at least 12 months, *and*
- Worked at least 1,250 hours during the previous 12-month period. NOTE: Paid leave is not counted toward the 1,250 hours of work.

Definition of Spouse

The FMLA regulatory definition of *spouse* includes all individuals in legal marriages, in all locations in the United States. Legally married couples, whether opposite-sex, same-sex, or common law, have family leave rights regardless of whether the state in which they currently reside recognizes such marriages (29 CFR Part 825.102 and 825.122(b)).

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Provisions

The following provisions apply to the granting and use of family medical leave under FMLA:

- HRS designates which employee absences meet the criteria of family medical leave.
- Designated paid or unpaid leave is counted toward the 12 weeks of family medical leave.
- The employee may choose to use accrued paid leave or LWOP during a period of family medical leave.
- The employee is to return to the same or equivalent position which they held prior to the family medical leave absence.
- The University continues an eligible employee's University-paid health insurance benefits during the family medical leave period. (Contact HRS regarding benefits if the employee does not return to work at the end of the family medical leave period.) The employee is responsible for their portion of the premiums and must make arrangements with Benefits Services to ensure the premiums are paid. Failure to pay the employee's portion of the premiums may result in loss of benefits.

Application Guidelines

For application advisory guidelines and more detailed information concerning family medical leave, see the HRS website at:

hrs.wsu.edu/employees/disability-services/medical-leave/

Additional Information

Faculty and AP employees may refer to the family medical leave rules in accordance with FMLA in the *Faculty Manual* and the *Administrative Professional Handbook* regarding such disability leave.

To view the *Faculty Manual*, go to:

facsen.wsu.edu/?s=faculty+manual

To view the *Administrative Professional Handbook*, go to the HRS website at:

hrs.wsu.edu/ap-handbook

HOLIDAY

A holiday is a day when all University offices and departments on a WSU campus are closed except for certain essential service units.

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HOLIDAY (cont.)

The University provides ten holidays each fiscal year for faculty, AP, and civil service employees. Refer to the holiday schedule in *BPPM* 60.76 for current WSU holiday schedules for specified University locations.

An employee on a less than 12-month appointment is eligible for holidays scheduled within the appointment term.

NOTE: A faculty member or AP employee must be in pay status the work day prior to the holiday in order to receive pay for the holiday.

Academic Faculty Only

For academic faculty on less than 12-month appointments, a break in the academic calendar when classes are not taught is not considered a holiday unless the break coincides with a designated University holiday (see *BPPM* 60.76). Academic faculty positions include instructional and research positions.

NOTE: The University expects academic faculty with ongoing responsibilities to perform those duties during academic breaks.

LEAVE DUE TO SUSPENDED OPERATIONS, EMERGENCY CLOSURES, OR INCLEMENT WEATHER

The University administration determines whether to implement periods of suspended operations or closures due to emergencies or inclement weather (see *BPPM* 50.40).

Administrative Professional (AP) Employees

AP employees may request the use of annual leave, personal holiday, compensatory time (if overtime-eligible), or LWOP to cover absence due to suspended operations, emergency closure, or inclement weather. As an alternative to using leave, AP employees must be given an opportunity to reschedule work time lost, which must be rescheduled and worked within the workweek.

The appropriate manager in an AP employee's supervisory chain may authorize the employee to work from home during inclement weather. NOTE: A temporary telework arrangement is not required to accommodate work from home during a period of suspended operations, inclement weather, or an unanticipated circumstance lasting less than a week that requires an employee to remain at home, such as care of a family member. (See *BPPM* 60.34 regarding telework arrangements.)

AP employees may use up to three days of sick leave per calendar year for absence due to suspended operations, emergency closures, or inclement weather after all other paid leave is exhausted.

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Overtime-Eligible APs An overtime eligible AP employee may be required to use compensatory time for absence due to inclement weather before using annual leave hours, unless this requirement would result in a loss of accumulated annual leave.

Faculty The department chair or director may authorize a faculty employee to work from home during inclement weather. NOTE: A temporary telework arrangement is not required to accommodate work from home during a period of suspended operations, inclement weather, or an unanticipated circumstance lasting less than a week that requires an employee to remain at home, such as care of a family member (see *BPPM* 60.34).

Refer to the *Faculty Manual*.

Faculty who are not required to work use annual leave or LWOP for absence due to inclement weather, suspended operations, or emergency closures.

Faculty who accrue sick leave may use up to three days of sick leave per calendar year for absence due to suspended operations, emergency closures, or inclement weather after all other paid leave is exhausted.

All Employees All employees refer to *BPPM* 50.40 regarding suspended operations and emergency closures.

All employees refer to *BPPM* 60.40 regarding staffing during suspended operations and emergency closures.

LEAVE FOR LIFE-GIVING PROCEDURES Employees are eligible for paid leave for the sole purpose of participating in life-giving procedures. Paid leave for participation in life-giving procedures:

- Is not to exceed five days in a two-year period.
- Is not charged against sick leave or annual leave.
- Does not require the use of LWOP.

(Executive Order 02-01)

A life-giving procedure is defined as a medically-supervised procedure involving the testing, sampling, or donation of blood, platelets, organs, fluids, tissues, and other human body components for the purposes of donation, without compensation, to a person or organization for medically necessary treatments.

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LIFE-GIVING PROCEDURES (cont.)

Employees must provide reasonable advance notice of a desire to take paid leave time to participate in live-giving procedures.

Supervisors may take into account program implementation and staffing replacement requirements in determining whether or not to grant such leave time.

In order to be credited with organ/blood donation leave time, an employee must provide written proof from an accredited medical institution, physician, or other medical professional that the employee participated in a life-giving procedure.

Any additional time needed for life-giving procedures is subject to University leave policies and collective bargaining agreements. Supervisors may also continue or implement informal, flextime, or other leave arrangements for these purposes.

The University's life-giving procedures leave policy does not create any entitlement or other right, which may be converted to cash, other compensation, or any other benefit. The policy is intended only to encourage altruistic life-giving procedures, and to allow paid leave to participate in such procedures.

To request leave for life giving procedures, an employee submits the request in Workday. See the Workday Request a Leave of Absence reference guide.

LEAVE FOR SPOUSE OF MEMBER OF MILITARY

During a period of military conflict, an employee whose spouse is a member of military who has been notified of an impending call or order to active duty or who has been deployed is entitled to a total of fifteen days of unpaid leave per deployment. Applicable military units are the Armed Forces of the United States, National Guard, or reserves.

The employee may choose to use accrued paid leave, e.g., annual leave, to cover any or all of the fifteen days of leave per deployment for which they are entitled.

The employee is entitled to fifteen days of military spousal leave:

- After the military spouse has been notified of an impending call or order to active duty and *before* deployment; **or**
- When the military spouse is on leave from deployment.

Faculty and Administrative Professional Personnel Leave**Requesting
Leave for Spouse of
Military Member**

An employee who seeks military spousal leave requests the leave through Workday. See the Workday Request a Leave of Absence reference guide.

The employee must provide HRS with notice in either of the following cases:

- Within five business days of the employee's spouse receiving official notice of an impending call or order to active duty; or
- Within five business days of the employee's spouse receiving official notice of leave from deployment.

LEAVE FOR VOTING

Supervisors may allow the use of compensatory time, annual leave, flexible scheduling and/or LWOP on the day of a primary, general, or special election to allow employees reasonable time for in person voting.

**LEAVE WITHOUT PAY
(LWOP)**

Faculty employees may refer to the *Faculty Manual* for more information about faculty LWOP availability, restrictions, and procedures. To view the manual, go to:

facsen.wsu.edu/?s=faculty+manual

AP employees may be granted up to 12 months of LWOP upon approval of the appointing authority. An extension for up to an additional 12 months may be granted upon the approval of the appointing authority and the Director of HRS. Refer to the *Administrative Professional Handbook*, available at the HRS website at:

hrs.wsu.edu/ap-handbook

Requesting LWOP

Employees are to submit requests for extended LWOP in Workday. See the Workday Request a Leave of Absence reference guide.

Family Medical Leave

If the LWOP request is for the employee's serious medical condition, maternity or parental leave, or to attend to the serious medical condition of a family member, refer to the FMLA rules (see [Family Medical Leave](#)).

**Accruals While on
LWOP**

Faculty and AP employees do not earn annual or sick leave while on full LWOP, i.e., not working any days in a calendar month.

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Accruals (cont.)

Faculty and AP employees who are on partial LWOP, i.e., working one or more days in a calendar month, accrue annual and sick leave on a prorated basis.

Benefits Eligibility

Leave without pay for a period that is equal to or greater than calendar month requires personal payment of insurance premiums unless one or more of the following apply:

- Faculty or AP employee is on approved family medical leave and is using paid leave to cover their portion of the premiums.
- Faculty or AP employee is on parental leave under FMLA for up to 12 weeks and is using paid leave to cover their portion of the premiums.
- Faculty or AP employee is not eligible for family medical leave, is on disability LWOP or parental leave, *and*

Faculty or AP employee is using eight hours of paid leave per month to keep benefits in effect for up to four months for their own condition or parental leave.

NOTE: Eight hours of pay may not generate enough pay to cover the employee's portion of the insurance premium.

Contact Benefit Services to inquire how much leave must be used each month to cover employee's portion of the insurance premiums.

An FMLA-eligible employee may use eight hours of paid leave for one additional month beyond the family medical leave period in order to maintain benefits.

An employee may not move in and out of paid status during a disability leave not related to pregnancy, childbirth, or family medical leave. Usually, the employee uses paid leave until such leave is exhausted and then uses unpaid leave for the remainder of the disability leave period.

Contact Benefit Services regarding personal payment of insurance premiums, as needed; telephone 509-335-4521.

Review the following for more information regarding eligibility for benefits during periods of LWOP:

- Family Medical Leave
- Disability Leave
- Parental Leave

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MILITARY LEAVE

The University grants leave with pay and LWOP for military leave to employees called to active duty or to take part in any active training duty with any of the armed forces of the United States.

Military Leave With Pay

Employees must be granted military leave with pay not to exceed 21 working days during each year in order to report for active duty or to take part in active training duty in any of the following:

- Washington National Guard
- Army reserves
- Navy reserves
- Air Force reserves
- Coast Guard reserves
- Marine Corps reserves of the United States
- Any organized reserve or armed forces of the United States

For purposes of calculating military leave, the year begins October 1st and ends the following September 30th.

The employee receives paid military leave in addition to any annual or sick leave to which they are entitled. Paid military leave is not to result in any reduction in employee benefits, performance rates, privileges, and pay.

Physical Examination

Employees are not charged leave hours for time used to take a physical examination to determine fitness for military service.

Military Leave Without Pay

If the leave exceeds 21 working days, the University must grant employees a military leave of absence without pay for service in the uniformed services of the United States or the state, and reinstatement as provided in *RCW* Chapter 73.16.

Shared Leave During Periods of Military Leave

Refer to *BPPM* 60.58 for information regarding eligibility and application for shared leave during military leave.

Requesting Military Leave

Upon presentation of military orders to the appropriate dean or principal administrative officer, the University grants employees leave with pay and/or LWOP for active armed forces training duty and active service duty.

PARENTAL LEAVE

An eligible employee may request parental leave for up to 12 weeks for the birth and care of the employee's newborn child or the placement of a child with the employee for adoption or foster care. This leave may be in addition to any leave for illness or temporary disability due to pregnancy and/or childbirth.

Contact Benefit Services for additional information regarding parental leave.

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PERSONAL HOLIDAY

Faculty and AP employees on annual appointments are entitled to one personal holiday to be used each fiscal year. The personal holiday is eight hours for full-time employees. Part-time employees earn a personal holiday based on their full-time equivalent.

If the personal holiday is not used during the fiscal year, it does not carry forward and is considered lost.

Employees must take all personal holiday hours on one day. EXCEPTION: Employees may take personal holiday hours as a partial day if some of the personal holiday hours are use in either of the following ways:

- Donated for shared leave (see *BPPM 60.58*)
- Used for emergency leave

PROFESSIONAL LEAVE

Faculty and AP employees are eligible for professional leave. Refer to the written instructions from the Provost's Office and the *Faculty Manual* for more information.

SICK LEAVE

Earning Sick Leave

Faculty

Faculty on full-time, annual appointments earn sick leave at the rate of eight hours per month of completed service.

Faculty on part-time, annual appointments earn sick leave based on their percent of full time employment; e.g., half-time employees earn four hours per month of completed service.

Faculty on academic-year appointments earn sick leave at the rate of one working day (eight hours) per month of completed service for a total of nine working days per year. Academic faculty accrue four hours of sick leave for the months of May and August, which when combined with the rest of the academic year add up to nine working days of sick leave per year. One additional working day of sick leave is earned for each completed month of full-time summer employment.

AP

Full-time AP employees earn sick leave at the rate of eight hours per month of completed service.

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AP (cont.) See the *Administrative Professional Handbook* for more information. To view the handbook, go to the HRS website at:

hrs.wsu.edu/ap-handbook/

Part-time AP employees earn sick leave based on a percent of full-time employment; e.g., half-time employees earn four hours per month of completed service.

Leave Accrual Employees hired or separated within the month receive leave on a prorated basis. Prorated sick leave is calculated as follows:

Number of days worked ÷ number of working days in the month = *Fraction*

Fraction x 8.00 x %FTE = Sick leave accrual

Employees may accumulate an unlimited number of sick leave hours.

LWOP Faculty and AP employees accrue sick leave on a prorated basis for portions of months that include LWOP.

Prior State Service An employee who transfers to WSU with no break in service transfers accrued sick leave hours if they transfer from:

- A state of Washington agency.
- A state of Washington higher education institution.
- A state of Washington educational service district.
- A state of Washington school district.
- The office of the Washington superintendent of public instruction.

Employment by a state of Washington educational service district and a state of Washington school district is not considered to be state service. Employees may transfer accumulated leave from the educational service district or school district. However, such employees do not receive credit for state service.

See *BPPM* 60.19 and *WAC* 357-31-110.

The University restores unused sick leave balances for any state of Washington employee listed above who is reemployed within three years of the termination of prior state employment.

Faculty and Administrative Professional Personnel Leave

Using Sick Leave

Employees *must* earn sick leave before it is used.

Employees may use sick leave under the following conditions:

- Illness or temporary disability of the employee or the employee's immediate family.

Individuals considered to be members of the family are spouse, parent, sibling, parent-in-law, registered domestic partner, grandparent, grandchild, minor/dependent child, and child.

- Personal medical, dental, or optical appointment or a family member's appointment when the presence of the employee is required.
- When an overtime-eligible employee's place of business has been closed by order of a public official for any health-related reason, or when the employee's child's school or place of care has been closed for such reason, per *RCW* 49.46.210.
- When an overtime-ineligible (exempt) employee's place of business has been closed by order of a public official for any health-related reason, or when the employee's child's school or place of care has been closed for such reason.
- Qualified family medical leave (see [Family Medical Leave](#)).
- Leave for an employee whose spouse is a member of the military who has been notified of an impending call or order to active duty or who has been deployed. See also [Leave for Spouse of Member of Military](#).
- Leave to care for a spouse, son, daughter, parent, or next of kin who is suffering from a serious illness or injury arising from injuries incurred in the line of duty in the armed forces of the U.S. See [Leave to Care for Service Member](#) for definition of the term *next of kin*. (*WAC* 357-31-525)
- Leave to recover from and cope with the effects of domestic violence, sexual assault, or stalking. (*RCW* 49.76) See also [Victims of Domestic Violence, Sexual Assault, or Stalking](#).

Employees may use up to three days of sick leave per calendar year for absence due to suspended operations, emergency closures, or inclement weather after all other paid leave is exhausted.

Faculty and Administrative Professional Personnel Leave

Using Sick Leave (cont.) The University may require medical verification or certification of the reason for sick leave use upon the employee's return to work.

AP Employees Only AP employees may use sick leave for condolence or bereavement.

Use of Sick Leave While on LWOP An employee may not use sick leave while on LWOP.

EXCEPTION: An employee who is on LWOP may schedule sick leave each month for up to four months to maintain eligibility for University-sponsored employee benefits and/or to cover their portion of the insurance premiums *if the employee is eligible for:*

- Worker's compensation from the Department of Labor and Industries (see [Work-Related Injury or Illness](#)), as long as medically certified; *or*
- Family medical leave for up to 12 weeks, *and/or*
- Disability leave for up to 4 months, *and/or*
- Parental leave for up to 12 weeks.
- Leave for an employee whose spouse is a member of the military who has been notified of an impending call or order to active duty or who has been deployed; up to 15 days (see [Leave for Spouse of Member of Military](#)).
- Leave to care for a spouse, son, daughter, parent, or next of kin who is suffering from a serious illness or injury arising from injuries incurred in the line of duty in the armed forces of the U.S.; up to 26 weeks (see [Leave to Care for Service Member](#) and *WAC* 357-31-525).
- Domestic violence leave (see [Victims of Domestic Violence, Sexual Assault, or Stalking](#)).

**Requesting Leave/
Notifying Supervisor**

An employee reports inability to work due to illness or disability to their supervisor at the beginning of any period of sick leave and daily thereafter unless the employee and the supervisor make other arrangements.

The employee should apply for family medical leave if the need for sick leave usage involves either of the following:

- Causes the employee to miss more than three days of work.
- Is a chronic condition that requires ongoing treatment or ongoing intermittent treatment.

Faculty and Administrative Professional Personnel Leave

Requesting Leave (cont.)

For application advisory guidelines and more detailed information regarding family medical leave, see HRS website at:

hrs.wsu.edu/employees/disability-services/medical-leave/

Payment For Accrued Sick Leave

The following two options allow an employee to be paid for accrued sick leave:

- Attendance incentive (see *BPPM* 60.41).
- Payment upon retirement or death (see *BPPM* 55.49).

At retirement, an eligible employee may either receive benefits from the Voluntary Employee's Benefit Association Medical Expense Plan (VEBA MEP) or receive payment for accrued sick leave. The employee does not personally choose between VEBA MEP or sick leave payment. See *BPPM* 55.49 for more information.

NOTE: Employees who separate from WSU for any reason other than retirement or death are *not* eligible for payment of accrued sick leave.

TRAINING RELEASE TIME

Employees are entitled to 96 hours of training release time per year to attend training sessions (see *BPPM* 60.72). Applicable training sessions may include management-assigned Skillsoft online classes.

Training leave is considered time worked for purposes of computing overtime for overtime-eligible employees.

UNAUTHORIZED ABSENCE

Unauthorized absences are treated as unauthorized leave without pay. Possible ramifications of unauthorized absences are addressed in the *Faculty Manual* and the *Administrative Professional Handbook*.

To view the *Faculty Manual*, go to:

facsen.wsu.edu/?s=faculty+manual

To view the *Administrative Professional Handbook*, go to the HRS website at:

hrs.wsu.edu/ap-handbook/

Faculty and Administrative Professional Personnel Leave**VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING**

If an employee or an employee's family member is a victim of domestic violence, sexual assault, or stalking, the employee may take unpaid leave or use any accrued leave to recover from and cope with the effects of such violence.

Individuals considered to be family members are parent, step-parent, sister, brother, parent-in-law, spouse, grandparent, grandchild, minor/dependent child, and child. For the purpose of leave for victims of domestic violence, sexual assault, or stalking, family member also includes a person with whom the employee has a dating relationship.

For definitions of domestic violence and sexual assault, see *RCW* 26.50.010. For definition of stalking, see *RCW* 9A.46.110.

Documentation

Employees seeking to use accrued leave or unpaid leave may be required to submit the following documentation to HRS.

Verification of Domestic Violence, Sexual Assault, or Stalking

When an employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking and the employee is seeking to use accrued leave or LWOP, HRS may require verification to support the request. If verification is required, the employee provides HRS with one or more of the following:

- A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
- A court order protecting or separating the employee or employee's family member from the perpetrator of the act of domestic violence, sexual assault, or stalking.
- Evidence from the court or prosecuting attorney that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking.
- The employee's written statement that the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.
- Documentation from any of the following persons from whom the employee or employee's family member sought assistance that the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking:
 - An advocate for victims of domestic violence, sexual assault, or stalking

Faculty and Administrative Professional Personnel Leave

Verification (cont.)

- An attorney
- A member of the clergy
- A medical or other professional

Verification of Familial Relationship

If the victim of domestic violence, assault, or stalking is the employee's family member, verification of the familial relationship between the employee and the victim may include but is not limited to the following documents:

- A statement from the employee
- A birth certificate or a court document
- Other similar documentation

WORK-RELATED INJURY OR ILLNESS

In the event that a faculty or AP employee sustains a work-related injury or illness and is approved to receive Workers' Compensation from the Department of Labor and Industries, the employee may:

- Receive Workers' Compensation exclusively and go on LWOP with WSU.
- Use accrued paid leave for their time off while receiving Workers' Compensation.
- Use a combination of LWOP and accrued leave while receiving Workers' Compensation.

During the first three months in which an employee is off, they may use any combination of leave and LWOP.

As of month four, University policy does not allow for an employee to move back and forth from a paid leave to LWOP status.

For more information regarding sick leave buy back, see HRS website at:

hrs.wsu.edu/employees/disability-services/workers-compensation/

See also *SPPM* 2.30.

Use of Accrued Leave While on Worker's Compensation

For information regarding the implications of using sick leave, annual leave, compensatory time, or holiday pay while on Worker's Compensation, see *SPPM* 2.30.

NOTE: An employee may use any combination of leave and LWOP during the first three months they are off work.

Faculty and Administrative Professional Personnel Leave

**Use of Accrued Leave
(cont.)**

For additional information, contact HRS; telephone 509-335-4521;
or see HRS website at:

hrs.wsu.edu/employees/disability-services/workers-compensation/