

## Article 28. Leaves

### **28.1. Long-term leave**

~~28.1.1 AEs who do not qualify for Washington state's Paid Family and Medical Leave shall be eligible for up to eight (8) twelve (12) sixteen (16) weeks of paid leave per academic year pursuant to the conditions listed in 28.1.2.~~

~~28.1.2 Upon request from an ASE and subject to the provisions of this Article, the University will grant an ASE's reasonable request for long-term leave due to:~~

- ~~a. The ASE's serious health condition, or to care for a family member of the ASE, as defined in 28.2, who has a serious health condition;~~
- ~~b. To care for and bond with a newborn child or a child placed with the ASE for adoption or foster care, provided that the leave is taken within twelve months of the birth or placement of the child with the ASE. If both parents or caregivers are ASEs, both are eligible for leave;~~
- ~~c. Pregnancy, childbirth, or related medical conditions for the period prior to, during, and after childbirth;~~
- ~~d. Family member's military deployment or service-related injury;~~
- ~~e. Loss of a child.~~

~~28.1.3 During their leave and after they return, ASEs shall maintain the wages, benefits, fee waivers, and tuition waivers outlined in their appointment letter.~~

### **28.12 Definition of a Family Member**

Family member is defined as employee's parent, partner or spouse, child, grandparent, grandchild, sibling, the family members of their current partner or other family members through marriage (e.g. stepsiblings, stepparents), and an individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person and/or child in custody of or residing in the home of the employee, and any relationship as defined in Paid Family & Medical Leaves definition of family member in RCW 50A.05.010(11). Household members are defined as persons who reside in the same home.

### **28.23. Short-term and Sick Leave**

~~28.3.1 A salaried ASE whose appointment is 50% FTE for the academic year or longer will receive forty (40) thirty-six (36) 56 hours of paid sick leave per year awarded annually at the start of each appointment period. An eligible ASE will be awarded sick leave on the effective date of the appointment. The amount of paid leave will be prorated for salaried ASEs with appointments other than 50% FTE and/or appointment lengths other than an academic year.~~

~~28.23.2.~~ The accrual rate for hourly ASEs will be one (1) hour for every forty (40) ~~10 hours~~ worked ~~(0.1 per hour)~~. Sick leave accrues at the end of the month and is available for use the following month.

~~28.23.3~~ ~~ASEs will be allowed to use this leave at their discretion.~~ Sick time off may be used only for:

- A. The employee's mental or physical illness, disability, injury, or health condition that has incapacitated the employee from performing required duties; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care.
- B. By reason of exposure of the employee to a contagious disease when the employee's presence at work would jeopardize the health of others.
- C. To allow an employee to provide care for a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care for a family member who needs preventive medical care. "Family member" is defined in 28.2. 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.
- D. For bereavement or condolence.
- E. When an employee requests to use sick leave for the purpose of parental leave to bond with a newborn, adoptive, or foster child. Sick leave for this purpose must be taken during the first year following the child's birth or placement.
- F. For reasons related to domestic violence, sexual assault or stalking that affect the employee, the employee's family member or a person with whom the employee has a dating relationship.
- G. To provide emergency child care for the employee's child.

~~28.23.4~~ Once awarded, sick time off is available for use immediately. All sick time off requests must be submitted according to departmental procedures, which shall be described in departmental websites. Unused sick time off is not paid at separation, is not eligible for shared leave donation and, for salaried ASEs, expires at the end of each annual appointment period. ~~If an ASE is re-hired within twelve months of their previous appointment, their unused paid sick leave will be reinstated.~~

### **28.3 Short-Term Pregnancy/Parental Leave**

28.3.1 The Short-Term Pregnancy/Parental Leave plan provides eligible salaried ASE up to **fivesix (56)** consecutive weeks of paid leave for the period directly before or after the birth, or adoption of a child.

28.3.2 Eligible ASEs may utilize any combination of awarded sick leave or vacation leave Article XX to extend their short-term Pregnancy/Parental Leave.

28.3.3 If an eligible ASE's is approved for leave without pay as identified in 28.4, the up to twelve (12) weeks eligibility runs concurrently with any approved leave under this section.

28.3.4 ASEs are responsible for providing advanced notice and if requested, supporting documentation, of the need for pregnancy/parental leave in accordance with University processes.

#### **28.4. Unpaid-Leave without Pay**

~~Unpaid Leave without pay may be granted for periods beyond the terms of paid leaves provided by this Article at the sole discretion of the Department or Hiring Unit in 28.1. These leaves may be paid (in whole or in part) for reasons as defined in 28.1 and at the sole discretion of the Department or Hiring Unit. An ASE whose appointment is 50% FTE for one academic year or longer who is approved for leave without pay for a reason described in Section 28.3.3 (A) and (B), will continue to receive University-provided health insurance coverage for shall be eligible to use up to twelve (12) nineteen (19) weeks of unpaid leave, during which the University shall provide health insurance coverage, for circumstances identified in 28.1 For ASEs who are employed for fewer than two semesters, the amount of unpaid leave will be prorated.~~

#### **28.5. Bereavement Leave**

~~The University will grant an ASE bereavement leave due to the death of a family member (as defined in 28.2), significant person in the ASE's life, or pet. The period of leave for bereavement shall be up to five (5) ten (10) calendar days per occurrence. Nothing in this Section shall preclude Departments or Hiring Units from granting a longer period of paid bereavement leave when they determine the need to do so.~~

#### **28.5 28.6. Military Leave**

ASEs who are called to active military service will be provided leave from their current positions to fulfill their military obligations to the extent required by applicable law. Military leave will be paid to the extent required by applicable law and/or applicable University policy.

#### **28.6 28.7 Jury Duty**

An ASE shall be eligible for a jury duty leave when summoned for required jury duty service. Jury duty leave is leave with pay. Verification of actual jury duty service shall be provided by the ASE to the University upon request. Jury duty leave will not continue beyond the end date of the ASE's appointment.

#### **28.8. Internship Leave**

~~While on internship leave, as defined by WSU Graduate School Policies and Procedures 5A7, ASEs shall retain their student health insurance coverage.~~

**28.7 ~~28.9~~. Child Care Emergency**

A child care emergency is defined as a situation causing an employee's inability to report for or continue scheduled work because of emergency child care requirements such as unexpected absence of regular care provider, unexpected closure of the child's school, or unexpected need to pick up a child at school earlier than normal. ASEs ~~shall be authorized to~~ may use paid ~~short term~~ and sick leave (as specified in 28.2 above) for child care emergencies.

**28.8 ~~28.10~~. Request for Leave and Coverage**

ASEs are expected to contact the supervisor to request leave as soon as the need for the leave becomes known but not less than one (1) working day in advance of the commencement of the leave, unless the leave is for an unanticipated circumstance. It is the University's responsibility to make appropriate alternative arrangements to cover the assignment where applicable.

**28.9 ~~28.11~~ Leave Without Pay for Reasons of Faith or Conscience**

Leave without pay will be granted for reasons of faith and/or conscience for up to two (2) workdays per year as provided below:

**28.9.1 ~~28.11.1~~** Leave without pay will be granted for up to two (2) workdays per calendar year for reasons of faith and/or conscience and/or an organized activity conducted under the auspices of a religious denomination, church (or other religious organization), or other organizations of conscience.

**28.9.2 ~~28.11.2~~** The Employer will allow an employee to use a personal holiday (if eligible per Article 8.3), or vacation leave in lieu of leave without pay. All requests to use a personal holiday or vacation leave must indicate that the leave is being used in lieu of leave without pay for a reason of faith or conscience.

**28.9.3 ~~28.11.3~~** Employees will only be required to identify that the request for leave is for a reason of faith or conscience.

**28.10 ~~28.12~~** Leaves beyond those specified in this article may be paid (in whole or in part) for reasons as defined in 28.2 and 28.3+ and at the sole discretion of the Department or Hiring Unit.