

**WAWU'S WHAT-IF PACKAGE PROPOSAL RE WORKLOAD, VACATION,  
HOLIDAYS, LEAVES  
4/17/24**

*The Union reserves the right to withdraw this package proposal at any time, at its sole discretion and without penalty. If this package proposal is not accepted as written in its entirety and without modification as described below, this proposal will be declared to be void and non-existent and the Union will return to bargaining from its language proposed prior to this package proposal.*

*[Note: WAWU's proposal for a Vacation Article is withdrawn within this package.]*

**Article 17: Leaves**

**17.1 Paid Family Medical Leave**

Eligible employees are covered by Washington's Family and Medical Leave Program described in RCW 50A.04. Eligibility for leave and benefits is established by Washington law and is therefore independent of this Agreement.

**17.2 Long-term leave**

ESEs who do not qualify for Washington state's Paid Family and Medical Leave shall be eligible for up to ten weeks (10) weeks of paid leave per academic year pursuant to the conditions listed in 17.2.1.

**17.2.1 Reasons for Leave**

Upon request from an ESE and subject to the provisions of this Article, the University will grant an ESE's reasonable request for long-term leave due to: The ESE's serious health condition, or to care for a family member of the ESE, as defined in 3.2, who has a serious health condition; To care for and bond with a newborn child or a child placed with the ESE for adoption or foster care, provided that the leave is taken within twelve months of the birth or placement of the child with the ESE. If both parents or caregivers are ESEs, both are eligible for leave; Pregnancy, childbirth, or related medical conditions for the period prior to, during, and after childbirth; Family member's military deployment or service-related injury; Loss of a child.

**17. 2.2 During Leave**

During their leave an ESE shall maintain the benefits, fee waivers, and tuition waivers outlined in their appointment letter and 90% of their average weekly wage as determined by their appointment letter.

**17.2.3 Post Leave**

After an ESE returns from leave they shall maintain the wages, benefits, fee waivers, and tuition waivers outlined in their appointment letter.

### **17.3. Sick Leave**

**17.3.1** A salaried ESE whose appointment is 50% FTE will receive twelve (12) hours of paid sick leave per quarter awarded at the start of each appointment period. An eligible ESE will be awarded sick leave on the effective date of the appointment. The amount of paid leave will be prorated for salaried ESEs with appointments other than 50% FTE and/or appointment lengths other than an academic quarter.

**17.3.2.** The accrual rate for hourly ESEs will be one (1) hour for every twenty (20) hours worked. Sick leave accrues at the end of the month and is available for use the following month.

**17.3.3** Sick Leave may be used 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.
- D. 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.
- E. For bereavement or condolence.
- F. 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.
- G. 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.
- H. To provide emergency child care for the employee's child.

**17.3.4** Once awarded, sick leave is available for use immediately. All sick leave requests must be submitted according to departmental procedures, which shall be described in writing, at the time of hiring and available on departmental websites. Unused sick time off shall be paid at separation.

17.4 For the purposes of this article, “family” members any of the following: the family members of their current partner or other family members through marriage (e.g. stepsiblings, stepparents)

- 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. A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- C. A spouse;
- D. A domestic partner, which includes those who are in registered domestic partnerships or in relationships composed of adults who are living together in a committed family relationship and have reciprocal duties to, and provide financial support for, one another;
- E. A grandparent;
- F. A grandchild;
- A. A sibling.

### **17.5 Leave without Pay**

Leave without pay may be granted for periods beyond the terms of paid leaves provided by this Article. ESEs seeking leave without pay must submit a written request to the AVP of Human Resources or designee. Except as required by law, leave without pay will only be granted where the ESE has a good faith intention of returning to employment. If the University grants unpaid leave to a salaried ESE whose appointment is 50% FTE for one academic year or longer for circumstances identified in 17.3.3, the University will continue to provide health insurance coverage for a maximum of twelve (12) weeks of unpaid leave during any academic year.

**17.5.1** For ESEs who are employed for fewer than three quarters, the length of continued health insurance coverage will be prorated.

### **17.6 Bereavement Leave**

The University will grant an ESE bereavement leave due to the death of a family member (as defined in section 17.4), significant person in the ESE’s life. The period of leave for bereavement shall be up to 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.

### **17.7. Military Leave**

ESEs 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.

### **17.8. Jury Duty**

An ESE shall be eligible for a jury duty leave when summoned for required jury duty service. ESEs are expected to provide notice to their supervisor when they receive a summons. ESEs will be paid for scheduled hours missed due to jury duty. Verification of actual jury duty service shall be provided by the ESE to the University upon request. Jury duty leave will not continue beyond the end date of the ESE's appointment.

### **17.9. 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 a regular care provider, unexpected closure of the child's school, or unexpected need to pick up a child at school earlier than normal. ESEs may use paid sick leave (as specified in 17.3.3 above) for child care emergencies.

### **17.10. Request for Leave and Coverage**

ESEs 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.

### **17.11. 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:

**17.11.1** 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.

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

**17.12 Discretionary Leaves** Leaves beyond those specified in this article may be paid (in whole or in part) for reasons as defined in 17.3.3 and at the discretion of the Department or Hiring Unit.