

WAWU'S PROPOSAL RE LEAVES
2/12/2024

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.

17.3. 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 forty (40) 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. Family member is defined in Section 17.3.4 below.
- 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 For the purposes of this section, "family" members means any of the following:

- 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 two (2) unmarried 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;
- G. A sibling.

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 leave is not paid at separation and is not eligible for shared leave donation. Sick leave frontloaded for salaried ESEs expires at the end of each appointment period; previously accrued sick leave will be reinstated for an hourly ESE who receives an additional appointment within twelve (12) months of the termination of their previous appointment.

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 17.3.3A or C, the University will continue to provide health insurance coverage for a maximum of twelve (12) weeks of unpaid leave during any academic year.

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.