

ARTICLE 24. Time Off and Leaves

The provisions of this Article shall not apply to any Postdoctoral Scholar appointed on a grant or contract that restricts the Postdoctoral Scholar's time off or leave or requires time off or leave to comply with the specific conditions of the grant or contract. Similarly, if a grant or contract provides more generous leave and time off benefits than the Agreement, the Postdoctoral Scholar shall be entitled to the benefits in the contract or grant. The provisions of this Article shall supersede any other leave benefits that apply to Postdoctoral Scholars with a dual faculty appointment.

Section 24.1. Bereavement Time Off.

In the event of the death of a Postdoctoral Scholar's family member, including miscarriage or stillbirth of a child, a Postdoctoral Scholar shall be granted time off with pay. The amount of paid time off shall be only that which is required to attend the funeral and/or make arrangements necessitated by the death, but in no event shall it exceed three (3) days. Up to one (1) additional day may be granted if significant travel is required to attend a funeral or memorial service. If additional time off is needed, the Postdoctoral Scholar may request the use of available vacation or sick time off. The Postdoctoral Scholar must inform the supervisor as soon as possible of the need for bereavement time off. Family member is defined in Section 24.6.

Section 24.2 Vacation Time Off.

Postdoctoral Scholars will receive twenty-one (21) days of paid vacation time off at the beginning of the month following the start of each one (1) year appointment period. For appointment periods of less than one (1) year, Postdoctoral Scholars will receive the prorated number of paid vacation days. Unused vacation time off shall lapse twelve (12) months from the date it was received and at the expiration of each appointment period. Unused vacation time off is not paid at separation, does not transfer between employment programs and is not eligible for shared leave donation.

Section 24.3 Vacation Scheduling.

All vacation time off requests must be submitted according to departmental policy and be approved by the Supervisor prior to commencement. Additional approval may be required if applicable. The Employer will make every effort to honor vacation requests that are made in a timely manner.

Section 24.4 Sick Time Off.

Postdoctoral Scholars will receive one (1) day of paid sick time off for every month of appointment. Paid sick time off will be preloaded annually and available at the beginning of the month following the start of the appointment. Up to twelve (12) days of unused sick time off will carry forward to the next appointment year. Unused sick time off is not paid at separation, does not transfer between employment programs, and is not eligible for shared leave donation. Former eligible employees who are re-employed in the bargaining unit within thirty (30) days of

their separation from service shall be granted up to twelve (12) days of all unused sick time off at the beginning of the month following the start of their next appointment.

Section 24.5

Sick time off may be used for the following:

- A. Personal illness, disability or injury (including illness or disability due to pregnancy), childbirth or to recover from childbirth.
- B. Personal medical, dental or optical appointment.
- C. To care for a child (as defined in Family Member below) of the Postdoctoral Scholar who has a health condition that requires treatment or supervision.
- D. To care for the Postdoctoral Scholar's seriously ill family member.
- E. To accompany a family member to medical, dental or optical appointments where the Postdoctoral Scholar's presence is required. The Postdoctoral Scholar must make advance arrangements with the supervisor for such absences.
- F. Bereavement or condolence – see Bereavement Time Off for details.

Section 24.6 Family Member.

For purposes of this section, "family member" means any of the following:

- A. A child, including a 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 registered domestic partner; or a person who stood in loco parentis when the employee was a minor child;
- C. A spouse;
- D. A registered domestic partner;
- E. A grandparent;
- F. Individuals in the following relationships with the employee's spouse or domestic partner: child, parent or grandparent;
- G. A grandchild; or
- H. A sibling

Section 24.7 Faith and Conscience Time Off.

In accordance with RCW 1.16.050, Postdoctoral Scholars will have the option to take up the two (2) unpaid holidays per calendar year for a reason of faith or conscience or for an organized activity conducted under the auspices of a religious denomination, church or religious organization. To take unpaid time off under the statute, Postdoctoral Scholars must consult with their Supervisor and use their department's procedure for making advance leave requests. The Postdoctoral Scholar will need to inform their Supervisor that the requested unpaid day(s) is for a reason of faith or conscience or for an organized activity conducted under the auspices of a religious denomination, church or religious organization.

The Supervisor can only deny a Postdoctoral Scholar's requested day(s) off if the Supervisor determines that the requested time off would impose an undue hardship or the Postdoctoral Scholar's presence is necessary to maintain public safety. Undue hardship is defined in Washington Administrative Code (WAC) 82-56-020. Postdoctoral Scholars may be asked to provide verification for their unpaid time off request.

The Employer will allow an employee to use vacation time off in lieu of leave without pay. All requests to use vacation time off must indicate that the leave is being used in lieu of leave without pay for a reason of faith or conscience.

Section 24.8. Washington Family Medical Leave Program (PFML) effective January 1, 2020.

The parties recognize that the Washington State Family and Medical Leave Program (RCW 50A.04) is in effect beginning January 1, 2020, and eligibility for an approval of leave for purposes as described under that Program shall be in accordance with RCW 50A.04. In the event that the legislature amends all or part of RCW 50A.04, the parties will meet and bargain the effects of the changes.

Under RCW 50A, employer provided healthcare benefits must be maintained during a PFML leave, so interspersing time off is not required provided the employee qualifies for a reason under the federal FMLA. Under RCW 50A.15.060(2), the University has elected to offer supplemental benefits in the form of sick time off, vacation time off, personal holiday, holiday credit, or holiday taken time off.

Employees requesting PFML benefits through the Employment Security Department must provide notice to the University as outlined under RCW 50A.04.030.

Section 24.9 Personal Holiday.

Employees are entitled to one (1) paid holiday per calendar year. Personal Holidays will be requested, scheduled and approved in accordance with Article 24.3 Vacation Scheduling.

Section 24.10 Unpaid Leave of Absence

The University may grant a Postdoctoral Scholar an unpaid Personal Leave of Absence at its sole discretion. Such leave shall not continue beyond the end of the Postdoctoral Scholar's appointment. Personal Leave without Pay shall not be considered a break in service.

Section 24.11 Civil Duty Time Off.

Civil duty time off, or civil time off, is paid time off granted to Postdoctoral Scholars for jury duty, to serve as trial witnesses, or to exercise other subpoenaed civil duties such as testifying at depositions. In addition to regular pay, a Postdoctoral Scholar may retain any compensation received while on approved civil duty time off. At the Postdoctoral Scholar's request, the Employer will provide a letter requesting deferral of jury duty. Postdoctoral Scholars are not entitled to civil duty time off for civil legal actions that they initiate or when named as a defendant

or respondent in a private legal action that is not directly related to their University appointment or employment. The Postdoctoral Scholar will notify the University as soon as they become aware of the need for a civil duty time off.

Section 24.12 Leave Related to Domestic Violence, Sexual Assault, or Stalking.

As required by state law, and in accordance with University policy, the University will grant time off and/or reasonable safety accommodations to an employee who is a victim of domestic violence, sexual assault, or stalking. Postdoctoral Scholars may choose whether to take leave as paid, unpaid, or a combination of paid and unpaid time. For a paid leave of absence, Postdoctoral Scholars may use available sick time off, vacation time off, personal holiday, or holiday credit. Time off may also be granted to an employee who has to assist a family member who is a victim of domestic violence, sexual assault or stalking. For the purposes of this leave, family member is defined as:

- Your spouse or domestic partner, child, parent, grandparent, grandchild, sibling
- The child, parent, or grandparent of your spouse or domestic partner
- A person with whom you have a dating relationship

The parties will continue to work to promote knowledge of this employee right.