

SICK DAYS

All regular WWU employees (hourly and salaried) working 20 hours a week or more, are eligible for paid Sick Days. Sick time is accrued and available for use by the employee for personal illness, medical appointments, or to attend the illness of a qualified family member (child, parent or spouse).

Walla Walla University reserves the right to request a note from the physician if the absence is for longer than two consecutive (2) days or at its discretion.

Sick Time Accrual

Sick Days begin to accrue for employees on the date of hire and become available for use after thirty (30) days of employment. If employee needs sick days during the first thirty (30) days of employment, he/she can request unpaid time off.

Sick Days accrue as follows:

- For regular, full-time **hourly** employees (working 20 hours a week or more), Sick Days accrue at the rate of 3.08 hours per pay period. The annual accrual is 80 hours (two weeks). The maximum accrual is 760 hours. Full-time hourly employees may use Sick Days for illness, medical appointments, or to attend the illness of a qualified family member (child, parent or spouse).
- For regular, full-time **salaried** employees, Sick Days are accrued at the rate of 1.54 hours per pay period. The annual accrual is 40 hours (one week). The maximum accrual is 760 hours. Full-time salaried employees may use Sick Days for illness or to attend the illness of a qualified family member (child, parent or spouse).

Salaried employees must use their sick time in full eight (8) hour increments. Salaried employees do not need to use Sick Days for doctors' appointments and/or half days. The theory behind this policy is the idea that salaried employees will at times work more than forty hours a week to complete their job. As long as their job is being completed, salaried employees typically can just inform supervisor of appointment. However, if doctor appointments and/or half days taken for illness interfere with an employee's job performance, the supervisor can require the employee to start using sick time and refer the employee to Human Resources to discuss possible Leave of Absence options.

- For full-time **faculty** employees, Sick Days are allowed as needed as long as classes are made up and/or covered. If the employee uses more than five (5) sick days in a quarter, the employee must notify their department dean or chair.

Requesting Sick Time

As soon as possible on or before the first working day of the illness, the employee must inform the supervisor that the employee will be taking Sick Days. The employee must then enter in the request for time off through TimeClock Plus (TCP) by selecting Request, then Time-Off Request. The employee must then enter the date for the start of the Sick Days, the days off requested, and the leave code Sick Days. The employee can also click on "view balances" to check on their current available Sick Days. (See Tutorials and Other Helpful Info on Payroll page of the Human Resources website)

If an employee uses all of their available Sick Days and more time is needed, he/she should contact Human Resources to inquire about eligibility for Leave of Absence that the employee may qualify for.

NOTE: If an employee uses more than five (5) consecutive Sick Days in a quarter, the employee must contact the Human Resources Office to discuss possible Leave of Absence (LOA) options. A LOA is extended time away from work due to a qualifying event where the employee's job is protected while they are absent. Some qualifying events include serious illness, birth of a child, recovery from surgery, and the need to care for an immediate family member while they are seriously ill.

There are several different types of LOAs an employee can be eligible including but not limited to Family Medical Leave Act (FMLA), Washington Paid Family Leave Act, and Washington Maternity Disability. Additional information is available in the WWU Leave of Absence Policy and from Human Resources.

There is no payment for unused sick days upon termination of employment, or otherwise. Sick Days may be transferred if an employee transfers directly to or from another denominational employer.

VACATION

Vacation is granted to regular full-time salary and hourly employees working 20 hours a week or more. Vacation begins to accrue from the date of hire and is available for use after sixty (60) days of employment.

Vacation may be used for vacation, personal business, or in place of Sick Days if Sick Days have all been depleted.

Faculty employees do not accrue vacation time. Vacation for faculty employees is subject to supervisor approval. Faculty employees are expected to maintain a full-time employment commitment all year long.

Vacation Accrual

For regular full-time salaried and hourly employees (working 20 hours a week or more), vacation is automatically accrued until the maximum accrual is reached. Accrual then stops until time off is taken and the total falls below the maximum.

Vacation is accrued each pay period based on the following accrual rates:

1. During the first four years of full-time denominational employment, 3.077 hours per pay period. The annual accrual is 80 hours (2 weeks). The maximum accrual is 120 hours (3 weeks). For employees working 30-39 hours, the accrual rate is 2.31 hours per pay period for an annual rate of approximately 60 hours (1 1/2 weeks). For employees working 20-29 hours, the accrual rate is 1.54 hours per pay period for an annual accrual rate of approximately 40 hours (1 week).
2. For five through nine years of full-time denominational employment, 4.616 hours per pay period. The annual accrual is 120 hours (3 weeks). The maximum accrual is 180 hours (4 1/2 weeks). For employees working 30-39 hours the accrual rate is 3.46 hours per pay period for an annual rate of approximately 90 hours (2 1/2 weeks). For half-time employment the accrual rate is 2.31 hours per pay period for an annual accrual rate of 60.06 hours (1 1/2 weeks).
3. After nine years of full-time denominational employment, 6.16 hours per pay period. The annual accrual is 160 hours (4 weeks). The maximum accrual is 240 hours (6 weeks). For employees working 30-39 hours the accrual rate is 4.62 hours per pay period for an annual rate of approximately 120 hours (3 weeks). For half-time employment the accrual rate is 3.08 per pay period for an annual accrual rate of approximately 80 hours (2 weeks).

Unused vacation may be accumulated from year to year up to the maximums listed above.

Holidays are not part of the vacation accrual and do not reduce the vacation time.

Vacation time may be transferred if an employee transfers directly to or from another denominational employer.

New employees are also given credit for prior denominational work in regards to starting vacation accrual rates. This accrual rate credit is given even if there is a gap between a prior denominational work and employment with WWU.

For new employees, some credit is given for job related experience outside of denominational work:

- If you have six to ten years of experience directly related to the position you are applying for; you will start at the five-year mark shown above for accrual rate purposes only. You will start at the accrual rate of 4.616 hours per pay period (3 weeks).
- If you have ten years of experience directly related to the position that you are applying for, you will start at the nine-year mark shown above for accrual rate purposes only. You will start at the accrual rate of 6.16 hours per pay period (4 weeks).

Requesting Vacation

Vacation should generally be taken during the calendar year in which it is earned. It is the responsibility of the employee to secure supervisor approval prior to arranging his or her vacation time using TCP. A request for vacation should be made sufficiently in advance to allow for coverage of duties except in an emergency when it is not known beforehand by the employee that leave will be needed.

The employee must enter in the vacation request through TC Plus by selecting Request, then Time-Off Request. The employee must then enter the date for the start of vacation, the days off requested, and the leave code Vacation. The employee can also click on "view balances" to check on their current vacation time available. (See Tutorials and Other Helpful Info on Payroll page of the Human Resources website)

When an employee's service terminates, all vacation earned and accrued through date of termination shall be paid.

PAID HOLIDAYS

All regular full-time and part-time employees (hourly and salaried) working 20 hours or more a week, are entitled to each of the nine (9) paid holidays recognized by WWU during the year. For employees working 30-39 hours, the number of hours they receive is 6.75 hours for a full holiday day. For employees working 20-29 hours, the number of hours they receive is 4.5 hours for a full holiday day. For full-time employees (40+ hours), the number of hours they receive is 9 hours. If the holiday is on a Friday, it is a shortened day and therefore each employee will have half of their hours they receive on full holiday day. Effective January 1, 2014, holidays will not be grouped together in one "leave" bank as before. Therefore, no action is required from the employees; WWU will automatically pay employees for all recognized holidays.

The holidays that the University recognizes are the following:

1. New Year's Day
2. Snow Day (President's Day)
3. Memorial Day
4. Independence Day
5. Labor Day
6. The Wednesday prior to Thanksgiving @ noon
7. Thanksgiving
8. The Friday following Thanksgiving
9. Christmas Eve Day
10. Christmas Day

If the holiday falls on a Friday or a Saturday, Walla Walla University will be officially closed for business at 12:00 noon on the preceding Thursday. If the holiday falls on Sunday, the University will be officially closed for business the following Monday.