

### III D 7. Sick Leave

Faculty on full-time, annual appointments earn sick leave at the rate of eight hours per month of completed service.

Faculty on part-time, annual appointments earn sick leave based on their percent of full time employment; e.g., half-time employees earn four hours per month of completed service.

Faculty on academic-year appointments earn sick leave at the rate of one working day (eight hours) per month of completed service for a total of nine working days per year. Academic faculty accrue four hours of sick leave for the months of May and August, which when combined with the rest of the academic year add up to nine working days of sick leave per year. One additional working day of sick leave is earned for each completed month of full-time summer employment.

Faculty must earn sick leave before it can be taken.

Faculty report sick leave usage on the Absence Calendar in Workday.

For more information, see BPPM 60.56

### III D 8. Work-Related Illness or Injury

Benefits for work-related illness, accident, or injury are provided in accordance with the state of Washington's Workers' Compensation Act. Any job-related accident or injury are to be reported to the immediate supervisor for evaluation and possible investigation.

**Supervisors** must report major accidents immediately. Incident Reports are to be completed within 24 hours. See Safety Policy and Procedures Manual 2.24 for more information.

### III D 9. Family Medical Leave Act and Medical Leave

The University complies fully with the Federal Family Medical Leave Act and Washington State Medical Leave laws. Faculty shall be entitled to leave under the terms of such policies as may be adopted by Human Resource Services (HRS) from time to time to implement the provisions of these laws.

(a) Family Medical Leave Act (FMLA) allows eligible employees a total of twelve (12) weeks or four hundred and eighty (480) hours of job protected leave during a rolling twelve (12) month period. The 480 hours is for full time faculty, and is prorated if not full-time. An eligible employee is an employee who has worked for the state for at least twelve months and at least one thousand two hundred fifty (1,250) hours during the previous twelve month period.

(b) Illnesses of more than three days with a visit to a physician may qualify the employee for FMLA. A faculty member request a leave of absence (LOA) if they have or are caring for a family member who has a serious health condition requiring more than three days absence, or a chronic condition that requires ongoing treatment or ongoing intermittent leave. is to submit to HRS Disability Services

**Commented [HK1]:** There are more medical leaves than are listed here

**Commented [MJ2]:** Moved to b as suggested.

**Commented [HK3]:** This should go first. Because it is an overview of FMLA and DL options

~~[hrs.disabilityservices@wsu.edu], medical documentation a health certificate from a health care provider/physician for illness outlining the requirement for the faculty member to take medical leave for their own serious health condition or to care for a family member with a serious health condition. Human Resource Services will inform provide the faculty member with information regarding at the time of the medical leave application the LOA designated if family medical leave at the time of the application is to be so designated.~~

**Commented [HK4]:** This is process. Do not think this should be here

~~Under Aa designated FMLA event qualified faculty member may use any combination of accrued leave (annual or sick) or leave without pay during a period of designated FML. Benefits remain in effect during FMLA, and a faculty member may use leave accruals to cover the premiums, otherwise they will be billed for premiums due, or premiums will be collected upon their return to work.~~

**b)** Family Medical Leave Act (FMLA) allows eligible employees a total of twelve (12) weeks or four hundred and eighty (480) hours of job protected leave during a rolling twelve (12) month period. ~~The 480 hours is for full-time faculty, and is prorated if not full-time.~~ An eligible employee is an employee who has worked for the state for at least twelve-months and at least one thousand two hundred fifty (1,250) hours during the previous twelve-month period.

~~c) Disability Leave: Faculty who are medically unable to perform their job duties on a full-time basis may be eligible for up to four months of Disability Leave. Disability Leave may only be taken on a full-time basis. The total months of such disability leave include the twelve workweeks provided under FMLA, if eligible.~~

~~Continuation of Employer-Paid Benefits. Faculty may use a combination of sick leave, annual leave, personal holiday and leave without pay. If Disability Leave is not occurring at the same time as FMLA, faculty must use a minimum of eight hours of accrued paid leave on the first working date of the per month to maintain benefits.~~

~~If the Disability Leave is taken due to pregnancy or childbirth, an employee may move in and out of pay status within the month.~~

~~If the Disability Leave is not related to pregnancy or childbirth an employee may not move in an out of paid status, with the exception of using the 8 hours of leave per month to maintain benefits.~~

~~Continuation of Employer Paid Benefits. If necessary due to disability, the employee is allowed to use a minimum of eight hours of accrued paid leave per month for up to four months of disability leave due to pregnancy and/or childbirth (or as long as medically certified) to provide for continuation of employer-paid benefits. (The total months of such disability leave include the twelve workweeks provided under the Family and Medical Leave Act, if eligible.) NOTE: If using leave without pay, eight hours of paid leave per month may not be sufficient to cover the employee's portion of the insurance premiums. Contact HRS for more information.~~

**Commented [HK5]:** This in BPPM - duplicate here?

**Commented [MJ6R5]:** OK to remove

### III D 10. Military Leave

The regulations concerning leave for training duty and for active military service are as provided by state law:

According to RCW 38.40.060, every officer and employee of the state of Washington or of any county, city, or other political subdivision thereof, who is a member of the Washington national guard or of the army, navy, air force, coast guard, or marine corps reserve of the United States, or of any organized reserve or armed forces of the United States, shall be entitled to and shall be granted military leave of absence from such employment for a period not exceeding twenty-one (21) working days each year beginning October 1st and ending the following September 30th . Such leave shall be granted in order that the person may take part in active training duty in such manner and at such time as he may be ordered to active training duty. Such military leave of absence shall be in addition to any vacation or sick leave to which the officer or employee might otherwise be entitled, and shall not involve any loss of efficiency rating, privileges, or pay. During the period of military leave, the officer or employee shall receive from the state, or the county, city, or other political subdivision, their normal pay. (1957 c 236 1)

[Military leave does not have to be taken as a single block of time. If a member is called into active duty, and would like to maintain their employee benefits while on military leave, they may spread the 21 days of leave out to ensure eight \(8\) hours of leave per month to maintain benefits.](#)

According to RCW 73.16.033, any person who is a resident of this state and who voluntarily or upon demand vacates a position of employment to determine their physical fitness to enter, or who actually does enter upon active duty or training in the Washington national guard, the armed forces of the United States, or the United States public health service, shall, provided he meets the requirements of RCW 73.16.035, be reemployed forthwith. The employer need not reemploy such person if circumstances have so changed as to make it impossible, unreasonable, or against the public interest for him to do so. This section shall not apply to a temporary position.

If such a person is still qualified to perform the duties of their former position, they shall be restored to that position or to a position of like seniority, status, and pay. If they are not so qualified as a result of disability sustained during their service, or during the determination of their fitness for service, but is nevertheless qualified to perform the duties of another position under the control of the same employer, they shall be reemployed in such other position: Such position shall provide like seniority, status, and pay, or the nearest approximation thereto consistent with the circumstances of the case (1953 c 212 2). See also BPPM 60.56.