

ARTICLE 17 – OTHER LEAVES OF ABSENCE

17.1 Family and Medical Leave.

17.1.1 Faculty members who have been employed by the University for at least one (1) year, and who are full-time or who worked at least one thousand two hundred fifty (1250) hours during the twelve (12) month period immediately preceding the commencement of leave, are eligible for Family Medical Leave as provided below, permitted up to twelve (12) weeks of Family Medical Leave during any twelve (12) month period.

(a) An eligible faculty member is permitted up to twelve (12) weeks of Family Medical Leave during any twelve (12) month period for: Family Medical Leave may be taken for: (i) the birth and care of a newborn child; (ii) the placement of child with the faculty member for adoption or foster care; (iii) the care of a faculty member's spouse or domestic partner, child, or parent with a serious health condition; (iv) a serious health condition of the faculty member that prevents the faculty member from being able to perform his or her job; (v) a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a reserve or retired military member who is on active duty, or has been notified of an impending call to active duty in support of a contingency operation. Leave for the birth and care of a newborn, foster or adopted child must be commenced and completed within twelve (12) months after the birth or placement of the child.

~~17.1.2~~(b) An eligible faculty member is permitted up to twenty-six (26) weeks of Family Medical Leave during any twelve (12) month period to care for a covered servicemember who is the employee's spouse, parent, child or next of kin. A covered servicemember is a current member of the Armed Forces, including National Guard or Reserves members, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation or therapy; or is in outpatient status; or is on the temporary disability retired list. For purposes of leave under this paragraph, the twelve (12) month period begins with the first day the employee takes leave. The combined total of leave taken under this paragraph and any other Family Medical Leave taken by an eligible faculty member may not exceed twenty-six (26) weeks in the applicable leave year.

~~17.1.3~~17.1.2 While on Family Medical Leave, faculty members continue to receive insurance benefits provided by the University on the same basis as during regular employment. Faculty members who do not return to work and remain employed with the University until the end of their appointment or for at least thirty (30) calendar days following a period of Family Medical Leave,

whichever period is shorter, will be responsible for reimbursing the University for insurance premiums paid on behalf of the faculty member during any such unpaid leave.

~~17.1.4~~ 17.1.3 Faculty members are required to provide the University with as much notice as possible of their need to take Family Medical Leave. Faculty members requesting Family Medical leave must provide to the University a completed medical certification form within fifteen (15) days of receiving the form from the University.

~~17.1.5~~ 17.1.4 Faculty members must use any available paid sick or disability leave as part of their Family Medical Leave. Once all available paid sick and disability leave has been exhausted, any remaining period of Family Medical Leave shall be without pay. Paid leave is available under this section if its use is permitted for the type of absence for which the faculty member has taken Family Medical Leave.

~~17.1.6~~ 17.1.5 Pursuant to applicable law, a faculty member returning from Family Medical Leave shall be assigned to his or her original position. In the event the original position no longer exists, or the faculty member is no longer able to perform the essential functions of the original position, he or she will be assigned to an equivalent position.

~~17.1.7~~ 17.1.6 Nothing in this section will extend the period of appointment, or the period for which paid benefits are provided by contract, for non-tenure-track faculty members.

17.2 Maternity-Related Disability Leave. Pregnant faculty members may take unpaid leave for the entire period of any maternity-related disability. Such leave may, at the pregnant faculty member's election, be taken in addition to the twelve (12) week leave to care for a new-born child under the federal Family Medical Leave Act, if the faculty member is eligible for Family Medical Leave. Faculty members taking maternity-related disability leave are required to use any paid sick or disability leave before taking unpaid leave. While faculty members remain on paid leave, the University will continue providing paid health insurance to the faculty member on the same basis that those benefits are provided during regular employment. Once paid leave is exhausted, faculty members on unpaid maternity-related disability leave may continue their health insurance coverage by paying the full premium cost for that insurance.

17.3 Military Leave.

17.3.1 Paid Leave.

(a) Faculty shall be entitled to military leave with pay not to exceed ~~twenty-one~~fifteen (15) working days during each year, beginning October 1st and ending the following September 30th, in order to report for active duty, when called, or to take part in active training duty in

such manner and at such time as they may be ordered to active duty or active training duty in the Washington National Guard or the Army, Navy, Air Force, Coast Guard, or Marine Corps reserve of the United States or any organized reserve or armed forces of the United States. Such leave shall not result in any reduction of benefits, performance ratings, privileges or pay. During paid military leave, the faculty member shall receive his or her normal salary.

- (b) Faculty members required to appear during working hours for a physical examination to determine physical fitness for military service shall receive full pay for the time required to complete the examination.

17.3.2 Unpaid Leave.

- (a) In addition to paid military leave provided by this section, faculty members shall be granted a military leave of absence without pay for service in the armed forces of the United States or the State of Washington, to the extent required by applicable state (RCW 73.16) and federal law.
- (b) Unless prohibited by military necessity, faculty members must provide the University with a copy of their orders at the time they request military leave. Requests for military leave shall be made as soon as reasonably practical after the faculty member learns of the need for such leave.

17.4 Court Required Services. Faculty members subpoenaed to serve on juries or as witnesses in legal actions shall attempt to arrange their court obligations to minimize interference with their classes and other University responsibilities. When it is not possible for a faculty member to meet some or all of his or her University duties because of required service as a juror or witness, the faculty member will retain full pay and status during such periods, excluding time in compensated service as an expert witness. Any compensation paid to an employee for jury or witness service, excluding expert witness fees, other than reimbursement for expenses, must be paid to the University. Faculty members serving as a juror or witness are expected to work with their department chair to arrange coverage for their classes and other University responsibilities during any period of such leave.

17.5 Bereavement Leave. Faculty members may take up to ten (10) working days off with pay for traveling to, making arrangements for, and attending a funeral or memorial service, or handling related estate business for the death of individuals in their immediate families (spouse or domestic partner, and any of the following relatives of the faculty member, spouse or domestic partner: child, parent, stepparent, sibling, grandchild, or grandparent). With the approval of the dean/director, a faculty member may also take off a maximum of one (1) day with pay to attend the funeral of an individual outside their immediate family. Faculty members requesting bereavement leave are expected to work with their department

chair to arrange coverage for their classes and other University responsibilities during any period of such leave.

17.6 Leave of Absence Without Pay.

17.6.1 In addition to the circumstances specified elsewhere in this Agreement, the University, at its discretion, may approve a leave of absence without pay for tenured, and tenure-track faculty members with one (1) or more years of service with the University. Leaves of absence without pay may be granted for a period of time up to one (1) year, but may be extended upon recommendation of the chair, dean, and approval of the Office of the Provost. Normally, requests for leave must be made at least one (1) quarter in advance of the requested beginning of the leave. Any request for extension of leave shall follow the same time frame.

(a) Tenured and probationary faculty members granted a leave of absence without pay shall receive a written statement from the Office of the Provost indicating the times when the leave is to begin and end, and for probationary faculty, whether or not the leave period counts toward the period of service for promotion and/or tenure.

(b) Faculty members on an approved leave of absence without pay may continue their insurance benefits during their period of leave by paying the full cost of those benefits.

17.6.2 Probationary faculty members taking extended leave under any of the provisions of this Article may request a one-year extension of their probationary period and that time spent on leave be excluded from the accumulation of time towards mandatory review for promotion or tenure.

17.6.3 Tenured and probationary faculty members may request a partial leave of absence for a reduced workload of up to 50%/quarter for up to three (3) quarters. Salary will be prorated according to the workload retained. Normally, requests for leave must be made one (1) quarter in advance of the requested beginning of the leave. Any request for extension of leave shall follow the same timeframe.

17.7 Leave for Librarians. Tenured librarians normally hold continuous appointments with 12-month duty, which includes one month (22 work days) of unpaid leave. Tenure-track librarians normally will be provided with a twelve (12) month contract, which includes one month (22 work days) of unpaid leave. Librarians are expected to plan with the Dean of Library Services the use of unpaid leave at times consistent with operational needs. Librarians who do not use all of their unpaid leave during the fiscal year may carry over a maximum of eight (8) days of unpaid leave to a subsequent fiscal year. Unpaid leave has no cash value, and may not be converted to compensation.

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