SICK DAYS

All WWU employees (hourly and salaried) are eligible for paid Sick Days. Sick time is accrued and available for use by the employee for: mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; preventative medical care; public health emergency; domestic violence; or to care for a qualified family member (child, parent, spouse, grandparent, grandchild, or sibling).

Walla Walla University reserves the right to require a note from the physician if the absence is for longer than three (3) consecutive work days or at its discretion. If more than five (5) consecutive Sick Days are needed in a quarter, the employee must contact the Human Resources Office to discuss possible Leave of Absence options.

Sick Time Accrual

Sick days begin to accrue for employees on the date of hire and become available for use as they are accrued.

Sick Days accrue as follows:

For all hourly employees, (regular/temporary, part-time/full-time, student), Sick Days accrue at the rate of 1.6 hours of sick pay per every 40 hours worked (0.04 hours per hour worked). Note that sick time will only accrue for clocked hours (including overtime) not for vacation, sick, or other leave hours.

For regular, full-time salaried employees, Sick Days are accrued at the rate of 1.54 hours of sick pay per pay period. The annual accrual is 40 hours (one week).

Salaried employees must use their sick time in full nine (9) hour increments (4 hours on Fridays). 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 their supervisor of an 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. As long as their job is being completed, salaried employees typically can just inform their supervisor of an 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. If more than five (5) consecutive Sick Days are needed in a quarter, the employee must contact the Human Resources Office to discuss possible Leave of Absence options.

Requesting Sick Time

As soon as possible, preferably on or before the first working day of the illness, the employee, or someone on the employee’s behalf, must inform the supervisor that the employee will be taking Sick Days. The employee must then enter in the request for time off through TC Plus 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).

At times, the employee is unable to request sick time prior to the start of the workday. The employee is unable to enter retro sick time in TCP. Therefore, if requesting sick time after the actual day has passed, the employee must contact their supervisor and request the supervisor add the sick time in TCP.
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:** There is no payment for unused sick days upon termination of employment, or otherwise. However, if an employee returns to work at WWU within 12 months of termination, their prior sick leave balance at termination will be reinstated.

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 ½ 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 ½ 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 (6) to ten (10) years of experience directly related to the position you are applying for; you will jumpstart 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 (10) years of experience directly related to the position that you are applying for, you will jumpstart 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 TCPlus. 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. 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.
SHORT-TERM DISABILITY
Walla Walla University provides Short-Term Disability (STD) for all hourly or salaried employees working thirty-five hours a week or more, who are eligible for a Leave of Absence (LOA), including but not limited to maternity disability leave, medical leave, etc. The employee must work with the Human Resource department to determine if they are eligible for a Leave of Absence. All LOAs must be approved by Human Resources before the employee takes leave.

The employee must use all vacation and sick days before using STD.

An employee is eligible for a total of up to ninety (90) calendar days of STD if during a 12-month period.

- Short-Term Disability for Self:

  STD will provide the approved employee with up to ninety (90) calendar days of paid short-term disability if the employee qualifies for a Leave of Absence due to their own illness or disability. No more than ninety (90) calendar days of STD can be used in a 12-month period.

- Short-Term Disability for Immediate Family

  For all other qualifying leave of absences other than an employee’s own illness or disability, the employee is eligible for up to thirty (30) calendar days of paid STD. No more than ninety (90) calendar days of STD can be used in a 12-month period.

LONG-TERM DISABILITY
Walla Walla University pays for a Long-Term Disability (LTD) insurance program for all regular employees working thirty-five (35) hours or more a week. This insurance policy is completely funded by the university.

In the event that a qualified professional identifies that an employee is disabled and unable to continue work, an employee can submit an application for Long-Term Disability. If approved, this policy is designed to maintain an employee’s income at two-thirds of the pre-disability income level until normal retirement age. However, this insurance will also be coordinated with other disability benefits such as Social Security, Workers Compensation, and Short-Term Disability, etc. Approval is determined by the 3rd party administrator. Additional information is available from Human Resources.

LEAVE OF ABSENCE (LOA)
If a Walla Walla University employee needs to take time off after using all of their sick time and vacation, the employee needs to talk to Human Resources to determine if they are eligible for a Leave of Absence (LOA).

An 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 Family Leave Act, and Washington Maternity Disability. Additional information is available from Human Resources.