

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION

FROM: Community College District 12
(Name of Institution)

TO: CODE REVISER
LEGISLATIVE BLDG. (Southwest Corner, Ground Floor)
OLYMPIA 98504

The enclosed rules Permanent rules Emergency rules, being Order No. 76-66
relating to (Name of rules or description of subject matter)

Rules and Procedures for Faculty Leave in Community College
District 12.

Adoption of WAC 132L-112-200 through WAC 132L-112-270;
WAC 132L-112-100 through WAC 132L-112-180 is hereby repealed.

(ALTERNATIVE A. Use only for adoption of permanent rules)

pursuant to Notice No. 7285 ① filed with the code reviser
on 11/30/76 ② were regularly adopted as permanent rules of
(date)
this institution at Centralia College on 12/21/76 and are herewith
(place) (date)
filed in the office of the code reviser pursuant to chapter 28B.19
RCW. The effective date of such rules shall be -- ③

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding in the attached administrative order,
that the immediate adoption of these rules is necessary for the
preservation of the public health, safety, or general welfare and
that observance of the requirements of notice and opportunity to
present views on the proposed action would be contrary to the
public interest, were regularly adopted as emergency rules of this
institution at _____ on _____ and
(place) (date)
are herewith filed in the office of the code reviser pursuant to
chapter 28B.19 RCW.

The undersigned hereby certifies that the requirements of chapter
28B.19 RCW and of the Open Public Meetings Act of 1971, chapter
42.30 RCW have been fulfilled.

Dated this TWENTY FIRST (21st) day of March 1977.

STATE OF WASHINGTON

FILED

MAR 22 1977

CODE REVISER'S OFFICE

DUCKET #8039 FILE # 1

Community College District 12
(INSTITUTION)

Hobart G. Jenkins
By Hobart G. Jenkins, Ed.D.

Assistant to the District President
Title

- ① Notice number as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use no. of last notice)
- ② Stamped date as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use date of last notice)
- ③ Unless a later date is specified in this order or is prescribed in another statute, rules are effective 30 days after filing:
RCW 28B.19.050(2). Leave this space blank except in such special cases.

RESOLUTION 76-66

WHEREAS, RCW 28B.50.551 requires that the community college Board of Trustees adopt written leave policies, and

WHEREAS, the parties to the professional negotiations process have reached a tentative agreement concerning aspects of the employment relations of academic employees, including faculty leave policies, and

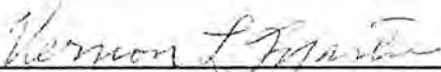
WHEREAS, the Board of Trustees, upon proper advance notice, has held a public hearing allowing all interested parties to present their views concerning the proposed faculty leave policies, and

WHEREAS, the Board of Trustees desires to modify WAC 132L-112-100 through WAC 132L-112-180.

THEREFORE, BE IT RESOLVED, that the Board of Trustees adopts the faculty leave policies as presented and authorizes the President to assign appropriate Washington Administrative Code (WAC) numbers and headings to the policies for filing with the Code Revisor as permanent rules of Community College District 12.

BE IT FURTHER RESOLVED, that the previously filed leave rules, WAC 132L-112-100 through WAC 132L-112-180, be repealed.

Dated this 21st day of December, 1976



Chairman, Board of Trustees
Community College District 12

Chapter 132L-112

RULES AND PROCEDURES FOR FACULTY LEAVE IN COMMUNITY COLLEGE
DISTRICT 12

WAC

- 132L-112-200 Leave with pay.
- 132L-112-205 Part time faculty leave.
- 132L-112-210 Illness, injury, bereavement & emergency.
- 132L-112-220 Other leaves with pay.
- 132L-112-230 Procedures of obtaining leaves with pay.
- 132L-112-240 Leaves without pay.
- 132L-112-250 Unauthorized absences.
- 132L-112-270 Notification of leave entitlement.

WAC 132L-112-200 LEAVE WITH PAY. Full-time faculty members shall be granted fifteen (15) days upon the first day on which their initial assignment begins. After three (3) quarters of employment, full-time faculty members shall accumulate such leave at a rate of five (5) days per quarter for each quarter of full-time employment up to a maximum of one hundred eighty (180) days. Such leave may be taken at any time subject to the following conditions and in compliance with the approval procedures set forth.

WAC 132L-112-205 PART TIME FACULTY LEAVE. Faculty members employed on part-time and/or quarterly contracts shall be granted one (1) day of sick leave per quarter, nonaccumulative. For purposes of this section, a day shall be defined as a class or classes on the day missed because of illness. Part-time faculty members who have accumulated sick leave prior to Fall quarter 1975 shall retain such accumulated leave and will be granted in addition one (1) day per quarter, nonaccumulative, as provided above.

WAC 132L-112-210 ILLNESS, INJURY, BEREAVEMENT & EMERGENCY. (1) The Employer reserves the right to request reasonable proof in the event of leaves for illness or injury.

(2) Bereavement leave, up to a maximum of five (5) days per bereavement, shall be granted in the event of a death in the faculty member's immediate family. Leave time to pay last respects to very close deceased friends may be granted for a partial day without loss of pay.

(3) Emergency leave, not to exceed two days per year, shall be granted in the event a faculty member must meet legal, personal or business obligations which unexpectedly arise and cannot be fulfilled outside of the normally posted schedule. Such leave shall exclude attendance at state legislative meetings; lobbying, Association or Union activities or business, fund raising, or other activities of a political nature; leaves for the purpose of seeking prospective employment with another employer; and leaves for recreational purposes.

(4) In the event the spouse, child or immediate family of a full-time faculty member is seriously ill or injured and the presence of the employee is required at the place of emergency as a direct result, the faculty member may be granted leave with full pay for not more than three (3) days per contract year.

(5) Leaves for emergencies not covered by (3) and (4) above or exceeding the limits established in (2), (3), and (4) above may be granted upon recommendation by the appropriate dean/director and approval by the District President.

WAC 132L-112-220 OTHER LEAVES WITH PAY. (1) Jury Duty - Faculty members may receive time off for required appearances

in court or hearings resulting from a call to jury duty or subpoena to appear to testify where the faculty member is not personally involved in the action as the plaintiff, the defendant or the object of the investigation. Any remuneration, excluding expenses, received for such appearances shall be endorsed to the Employer in the event that the leave with pay is granted.

(2) Professional Meetings and Conferences - Faculty members may be granted leave for attendance at official institutes, conferences, and/or professional meetings. The purpose of such leave must be to add to the professional capabilities in the field in which the faculty member is hired and working. Neither students nor the faculty member's regular duties shall suffer unduly or disproportionately to the benefits anticipated from the leave activity.

WAC 132L-112-230 PROCEDURES OF OBTAINING LEAVES WITH PAY. (1) Illness, Injury and Bereavement - The faculty member shall notify the appropriate dean/director or designee at the earliest possible time prior to departure of the necessity for the leave. Such notification shall include: (a) The nature of the leave; (b) The most appropriate coverage of the faculty member's assigned duties; (c) The estimated leave time; (d) When feasible, where the faculty member may be reached during such leave.

(2) Emergency and Other Leaves (Jury, Professional Meetings);

(a) Except for emergencies of a catastrophic nature, the requests should be submitted for emergency and other leaves well in advance of desired leave (preferably at least seven (7) days). The faculty member shall reduce to writing a request for such leave stating the purpose for which leave is sought and the most appropriate coverage of assigned duties.

(b) If applicable, requests for leaves involving travel reimbursement and/or per diem shall be submitted in accordance with administrative rules for travel approval on each campus as shown in the Faculty Handbook.

(c) The appropriate dean/director shall review all such requests and grant approval or denial prior to taking the requested leave. Reasons for denial shall be provided in writing.

(d) For emergencies of a catastrophic nature, the most expeditious means available for notifying the dean/director should be utilized. Upon return to the campus, the faculty member shall provide the necessary information to the dean/director to justify its inclusion in this category for payroll purposes.

(3) Exceptions:

(a) "Quarter Ends Day" on each campus calendar is one of the 180 contract days for each individual contract. The attendance requirement is modified so that attendance on campus is required on that day only until all duties assigned to the employee have been fully completed.

(b) Deviations from posted schedules may be approved by the division chairman and consists of performing the employee's regular contractual duties but in a location different than that which is posted and for which the division chairman has had ample time to arrange for any needed coverage during the

absence. Deviation from schedule does not include an absence from any scheduled classes.

WAC 132L-112-240 LEAVES WITHOUT PAY. (1) Attendance at institutions of Higher Learning - Upon approval of the Board of Trustees, leave of absence without pay up to one (1) year may be granted any full-time faculty members upon application to the Board for the purpose of attending an institution of higher learning. The application for leave shall contain a statement of the plan of study and the institution the faculty member plans to attend. Such application must be filed by April 1 for leaves requested to start the next academic year. Such leaves shall not count as service for purposes of salary advancement or the accrual of benefits or seniority.

(2) Other Leaves Without Pay - Leaves for other reasons may be granted to full-time faculty members upon mutual consent for up to one year. Terms and conditions of such leaves shall be reduced to writing.

WAC 132L-112-250 UNAUTHORIZED ABSENCES. Unauthorized absence, approved leave without pay, or leave taken without following the procedures described herein shall result in a salary reduction on one of the following bases: (for these purposes "absence" or "leave" shall be defined as absence from the campus during scheduled hours of instruction or related services to students, or absence from regularly scheduled meetings of organizations or groups which the individual is expected to attend.)

(1) 1/180 of the instructor's basic nine-month contract for each full day of absence, or

(2) 1/7 of a day's pay for each hour when leave is taken for a fraction of a day.

(3) Extenuating circumstances will be considered as a basis for modifying above items 1 and 2 by joint action of the District President, Division Chairman, and the appropriate dean/director.

WAC 132L-112-270 NOTIFICATION OF LEAVE ENTITLEMENT. At the end of each school year, each faculty member shall be notified of the amount of leave charged against each applicable category and the remaining accumulation.

WAC 132L-112-100 THROUGH WAC 132L-112-180 ARE EACH HEREBY REPEALED.