

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 , being Order No. 77-2
Emergency rules
relating to (Name of rules or description of subject matter)

Rules and Procedures for Administrative Leave in Community College
District 12. Adoption of WAC 132L-116-010 through WAC 132L-116-050.

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

pursuant to Notice No. 7374 (1) filed with the code reviser
on 1/19/77 (2) were regularly adopted as permanent rules of
(date)
this institution at Centralia College on 2/10/77 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 30 1977

Community College District 12
(INSTITUTION)
Hobart G. Jenkins
By Hobart G. Jenkins, Ed.D.
Assistant to the District President
Title

CODE REVISER'S OFFICE
DOCKET # 8065 FILE # 1

- 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.

STATE OF WASHINGTON
COMMUNITY COLLEGE DISTRICT NO. 12
Board of Trustees

RESOLUTION NO. 77-2

Administrative Order No. --

A RESOLUTION Relating to permanent rules of the Community College District No. 12.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE COMMUNITY COLLEGE DISTRICT NO. 12,
STATE OF WASHINGTON:

Section 1. The annexed regulations, to-wit:

WAC Chapter 132L-116-010 through WAC 132L-116-050 is hereby adopted,
relating to Rules and Procedures for Administrative Leave in Community
College District 12.

are hereby approved and adopted as permanent rules of the Community College
District No. 12.

Sec. 2. This resolution and annexed regulations, after being
first recorded as an administrative order in the Order Register of the Com-
munity College District No. 12, shall be forwarded to the Code Reviser for
filing pursuant to chapter 28B.19 RCW (1971 1st ex.s. c 57) and WAC 1-13-050.

APPROVED and ADOPTED February 10, 1977.

Attest: *Wesley Hanson*
Secretary of the Board of Trustees

Chapter 132L-116

RULES AND PROCEDURES FOR ADMINISTRATIVE LEAVE IN COMMUNITY
COLLEGE DISTRICT 12

WAC

- 132L-116-010 Leave policies for administrative employees.
- 132L-116-020 Accrual type leave—Paid.
- 132L-116-030 Sick leave—Accrual, accumulation, usage and reporting.
- 132L-116-040 Non-accrual type leave—Paid.
- 132L-116-050 Non-accrual type leave—Unpaid.

WAC 132L-116-010 LEAVE POLICIES FOR ADMINISTRATIVE EMPLOYEES. (1) These policies are effective as of July 1, 1976.

(2) All types of leave shall be requested and documented by use of the appropriate forms.

(3) Records of all types of leave accumulation and usage shall be kept by the District Treasurer. A yearly report of leave accumulation and usage will be placed in the administrator's personnel file. Each dean/director's office shall keep records of leave requests on a monthly basis for submission to the Treasurer's Office.

(4) Any accrual type leave shall continue to accrue during usage of any accrual type leave.

WAC 132L-116-020 ACCRUAL TYPE LEAVE—PAID. (1) Annual Vacation Leave - Accrual: Administrators on 12 month contract will accrue annual leave at the rate of 22 days per year. The manner of accrual shall be two days per month, with the exception of January and July, which shall accrue one day per month.

(2) Annual Vacation Leave - Accumulation: Administrators are encouraged to take at least 10 days of annual vacation leave each year. Unused annual vacation leave may be accumulated up to a total of 60 days, except that if an employee's request for leave is deferred by the employing official or his designee, then the maximum of 60 days will be extended to avoid loss of excess annual vacation leave credit. Such deferral shall be reported to the District Treasurer and noted in the employee's personnel file.

(3) Annual Vacation Leave - Cash Payment: Cash payment in lieu of accumulated annual vacation leave may be made under the following conditions:

(a) Upon resignation; or

(b) Upon death, retirement, layoff, or dismissal.

(4) Annual Vacation Leave - Usage: All requests for annual vacation leave must be approved by the employing official or his designee in advance of the effective date. Annual vacation leave shall be scheduled at a time convenient to the district, the determination of which shall rest with the employing official. As far as possible, leave will be scheduled in accordance with the wishes of the employee in any amount up to the total of his earned leave credits.

WAC 132L-116-030 SICK LEAVE--ACCRUAL, ACCUMULATION, USAGE AND REPORTING. (1) Administrators under contract for nine (9) months or more shall earn 15 days of sick leave, commencing with the first day on which work is to be performed. Sick leave entitlement for such administrators will be accumulated after the first nine months at a rate of five days per quarter PROVIDED, That sick leave for the fourth and all subsequent quarters of employment shall be credited as earned, pro-rating the credit over the period of the quarter at the rate of at least one leave day for every eighteen calendar days of employment up to a maximum of five leave days per quarter.

Sick leave shall accrue during the summer quarter for full-time administrators.

(2) Sick leave - Accumulation: Sick leave may be accumulated up to a total of 180 days.

(3) Sick Leave - Usage: Sick leave shall be allowed an administrator up to the amount of earned credits under the following conditions:

(a) Because of and during illness, disability or injury which has incapacitated the administrator from performing required duties;

(b) By reason of exposure of the administrator to a contagious disease during such period as attendance on duty would jeopardize the health of fellow employees or the public, and the condition is verified by appropriate health officials;

(c) Because of emergencies caused by serious illness or death in the immediate family of the administrator that require the assistance of the administrator in circumstances arising from the care of the patient or arrangements for the deceased up to a total of 3 days per year. This limit may be exceeded upon approval of the District President.

(d) For the purpose of medical, dental or optical appointments, if arranged in advance with the employing official or his designee.

(4) Sick Leave - Reporting: The administrator shall notify the immediate supervisor at the earliest appropriate time after determining the necessity of sick leave usage. If unable to contact the appropriate supervisor at that time, arrangements shall be made for the next best appropriate means of communicating to the supervisor the reason sick leave is necessary and any information relating to coverage of assigned duties, the estimated leave time, where and when contact may be made during such leave, and any other information necessary. Attempts shall be made to minimize the disruption or inconvenience to the institution that might result from the administrator's absence.

WAC 132L-116-040 NON-ACCRUAL TYPE LEAVE--PAID. (1) Bereavement Leave - Upon approval of the District President, leave with full pay, not to exceed five days per bereavement, may be granted a full-time administrator in the event of the death of a member of his immediate family. Leave time to pay last respects to very close deceased friends will be granted for part-day absence without loss of pay.

(2) Civil Duty Leave - Leave of absence with pay shall be granted administrators to serve on jury duty, as trial witnesses, or to exercise other subpoenaed civil duties. Administrators shall reimburse the institution for all compensation received for such civil duty, exclusive of expenses incurred.

(3) Professional Meetings/Conferences - Upon approval of the District President, administrators 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 administrator's field. The administrator's regular duties shall not suffer unduly or disproportionately to the benefits anticipated from the leave activity.

WAC 132L-116-050 NON-ACCRUAL TYPE LEAVE—UNPAID. (1)

Educational Leave - Upon approval by the Board of Trustees, leave of absence without pay may be granted any full-time administrator for the purpose of attending an institution of higher learning. The application for such leave shall contain a statement of the plan of study and name of the institution the administrator plans to attend. Such applications should be filed by April 1 for leave scheduled to start the next academic year. Upon being granted such leave, the administrator shall be eligible to maintain State Employees Insurance Board approved insurance programs at the administrator's own expense throughout the leave period.

(2) Personal Leave - A leave without pay for compelling personal reasons may be granted to a full-time administrator for up to one year upon approval of the District President and the Board of Trustees.

(3) Other Leave Without Pay - Leave of absence without pay may be allowed for any of the following reasons:

(a) Conditions applicable for leave with pay;

(b) Maternity Leave;

(c) Educational Leave; and

(d) Leave for government service in the public interest EXCEPT THAT administrators shall receive normal pay for military leave of absence taken pursuant to RCW 38.40.060.

Leave of absence without pay extends from the time an employee's leave commences until he returns to continuous service.

Annual vacation leave and sick leave credits will not accrue during any month in which a leave of absence without pay exceeds ten working days.