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<b>TITLE:</b>	<b>Contract Conditions for Civil Service Exempt Personnel In Positions Not Represented by a Union</b>
<b>NUMBER</b>	<b>405</b>
<b>APPROVED BY</b>	<b>Board of Trustees</b>
<b>DATE</b>	<b>11/19/09</b>
<b>AMENDED:</b>	<b>12/10/2025</b>

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I. Application.

- A. This policy applies to contracts issued to personnel who are Civil Service Exempt and who are not in a position represented by a labor union.
- B. Contract conditions under this policy shall apply in addition to applicable state personnel laws, rules and regulations, including those regarding retirement, health and life insurance benefits.

II. Vacation Leave

A. Eligible Positions (Other Than the President's Position)

Eligible positions (other than the President's position) shall accrue vacation days at the rate of 16 working hours per contracted month (prorated if contracted at least 50 percent time but less than full time), not to exceed a total accrual of 320 working hours. However, the President may, in his/her discretion, provide an eligible employee(s) a greater accrual rate or maximum accumulation amount not to exceed the rate or maximum amount set forth in the President's contract. Vacation days will be requested in advance and be taken only with prior supervisor approval.

B. President

The President shall accrue vacation leave at the rate and to the maximum accumulation amount specified in the President's contract. The President's vacation requests are subject to Board approval. If the President's request for vacation leave is deferred by the Board of Trustees, the maximum accumulation amount may be extended by mutual written amendment of the President's contract only if necessary to avoid a loss of accumulated vacation leave.

- C. Vacation Leave earned while working for a Washington State agency or institution of higher education may be transferred to WCC, up to a maximum of two hundred eighty (280) hours, per RCW 43.01.040.
- D. Likewise, an Employee transferring from WCC to another Washington State agency or institution of higher education may have their Vacation Leave balance transferred to their new employer, up to a maximum of two hundred eighty (280) hours, per RCW 43.01.040.

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E. Terminal Vacation Pay

Upon termination, resignation or retirement of an eligible employee, all unused accrued and/or deferred vacation leave shall be paid for as terminal pay. In the event of the death of an eligible employee, unused accrued and/or deferred vacation leave shall be paid to the estate of the deceased.

F. Procedures

The President will adopt procedures as necessary to ensure that vacation schedules will not disrupt the essential work of the College.

III. Sick Leave

- A. For all eligible positions covered by this policy, sick leave for illness, injury and emergencies shall accrue at the rate of eight (8) hours per month (prorated if contracted less than full-time).
- B. Accumulated Sick Leave has no cash value upon separation. Employees who return to eligible service within five (5) years of separation will have their Sick Leave balance restored or transferred to another eligible employer.
- C. Sick Leave earned while working for a Washington State agency or institution of higher education may be transferred to WCC in accordance with Washington statute. Upon request by the employee, the Payroll Office will request a transfer of the Sick Leave balance from the previous employer. Likewise, an Employee transferring from WCC to another Washington State agency or institution of higher education may have their leave balances transferred to their new employer consistent with statute and that employer's policies and practices.
- D. Annually and/or upon retirement unused sick leave may be compensated for as provided in applicable state laws or regulations and Board Policy 4030.

IV. Shared Leave

Employees who meet eligibility requirements may be entitled to apply for Shared Leave as provided in applicable state laws or regulations for government employees.

V. Bereavement Leave

Bereavement leave not to exceed five (5) working days per instance may be granted in the event of the death of a family member.

- a. "Family member" is defined as: spouse or domestic partner; parent, stepparent, parent-in-law, or parent of spouse or domestic partner; sibling or stepsibling; child, stepchild, or child in the custody of and residing in the

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home of the employee; grandparent; great grandparent; grandchild; great grandchild; or person with a significant kinship relationship to the employee, whether or not that person would fall under a strict definition of immediate family.

## VI. Personal Holiday

Each eligible employee shall be granted four (4) personal holidays in each calendar year of employment (prorated if contracted less than full time).

## VII. Civic Duty Leave

Leave of absence with pay shall be granted to an Employee to serve on Jury Duty, to serve as a Trial Witness, or to exercise other subpoenaed civil duties. An employee will be allowed to retain any compensation paid to them for their jury duty service. If the employee is a plaintiff or defendant in a case not related to their employment, there shall be no compensation. An Employee shall inform the Employer as soon as possible when notified of a jury summons or subpoenaed civil duties and shall cooperate in requesting a postponement of Jury Duty Service if warranted by business demands.