

**TO:** Justin Guillory, College President  
Barry Maxwell, Faculty Union President

**FROM:** Nate Langstraat, Administration Team Lead Negotiator  
Anna Wolff and Tran Phung, Faculty Union Co-Bargaining Chairs

**DATE:** January 16, 2026

**RE:** AFT Faculty Union Sick Leave Agreement for September 1, 2024 through August 31, 2027

CAC Faculty and Administration discussed calculation of full-time faculty sick leave usage during the April 15, 2025 and May 13, 2025 meetings. Based on emails that followed, the issue was referred to the bargaining teams for follow up discussion and potential bargaining. Faculty Bargaining Leadership met with Administrators on October 15, 2025 for a collaborative discussion.

As a result of the October 15<sup>th</sup> discussion, the parties have reached an agreement on a full-time faculty sick leave usage calculation for the September 1, 2024 through August 31, 2027 contract cycle.

Future full-time faculty sick leave usage shall be calculated based on the sick leave required to cover the prescribed leave time requested, based on the workload calculation described in Article V.A.2.a.i.-iii. (Workload). To demonstrate how this would work in practice, several examples follow.

**Example 1:**

Quinn teaches three five-credit lecture classes each quarter. Quinn has requested leave for one five-credit lecture class for winter quarter. Quinn's sick leave usage will be:  $((55 \text{ Instructional days} * 7 \text{ Hours}) * 80\% \text{ instructional time}) * .333 \text{ class load} = 102.56 \text{ hours of sick leave for the quarter or } 1.86 \text{ hours per instructional day.}$

**Example 2:**

Rowan teaches three five-credit lecture classes each quarter. Rowan has requested leave for a 1/3 workload reduction for fall quarter. Rowan's sick leave usage will be:  $((60 \text{ contract days} * 7 \text{ hours}) * 33.33\% \text{ of total time}) = 139.98 \text{ hours of sick leave for the quarter or } 2.33 \text{ hours per contract day.}$

**Example 3:**

Cameron teaches a five-credit composition class in the fall along with several two-credit lecture courses. Cameron has requested leave for their five-credit composition class, which is 41.667 of Cameron's fall load. Cameron's sick leave usage will be  $((55 \text{ instruction days} * 7 \text{ hours}) * 80\% \text{ instructional time}) * 41.66\% \text{ class load} = 128.31 \text{ hours of sick leave for the quarter or } 2.33 \text{ hours per instructional day.}$

**Example 4:**

Marlowe teaches a four-credit lecture class in spring, along with several other classes, that results in an uneven teaching load each quarter. Marlowe has requested leave for the four-credit lecture class and all of their professional development (PD) time. Marlowe's sick leave usage will be  $((52 \text{ instruction days} * 7 \text{ hours}) * 80\% \text{ instruction time}) * 26.66\% \text{ class load} = 77.63 + ((53 \text{ contract days} * 7 \text{ hours}) * 10\% \text{ PD time}) = 37.1 \text{ PD hours for a total of } 114.73 \text{ sick leave hours for the quarter. This would be recorded as } 2.20 \text{ hours of sick leave per instruction day.}$

**Example 5:**

Robin teaches a three-credit lecture and three-credit instructional lab in fall quarter along with a three-credit lecture and two-credit instructional lab in fall quarter. Robin has requested leave for everything but the 3 lecture/3 lab course. Robin's sick leave usage will be  $((55 \text{ instruction days} * 7 \text{ hours}) * 80\% \text{ instructional time}) * 46.66\% \text{ class load}) + ((60 \text{ contract days} * 7 \text{ hours}) * 20\% \text{ PD \& service time}) = 143.71 \text{ instruction hours} + 84 \text{ PD/Service hours}$  for a total of 227.71 hours of sick leave for the quarter. This would be recorded as 4.14 hours of sick leave per instruction day.

**Example 6:**

Wren teaches three five-credit classes each quarter. Wren has requested leave for all of spring quarter. Wren's sick leave usage will be:  $(53 \text{ contract days} * 7 \text{ hours}) = 371 \text{ hours of sick leave for the quarter or 7 hours per day}$ .

In cases where a faculty member has a scheduled overload during a leave period, the overload assignment shall be subject to review and adjustment, as appropriate, in collaboration between HR and the faculty member requesting the leave. The review shall take into account the specifics of the leave request and the College will apply all applicable laws, regulations, and current policies to each situation.

Further, the parties agreed that the College will apply this calculation to recalculate full-time faculty leaves taken from September 1, 2024 to the date of this memo and make applicable adjustments to faculty's sick leave balances and/or calculations as appropriate during this period. Load sheets and sick leave usage requiring recalculation under this MOU will be verified by CAC.

The guidelines below apply to all faculty, full time and adjunct, in reporting sick leave accrual usage..

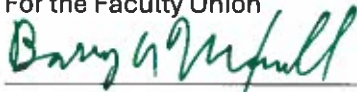
Faculty must report sick leave in proportion to their prorated Full-Time Equivalent Faculty (FTEF) for the quarter in which the leave occurs. Faculty who miss a scheduled class due to a sick leave absence, as defined in Article VIII, Section B of the negotiated agreement and/or under the Family Care Act (WAC 296-130-030), must submit a class cancellation notice on the day of the absence. Faculty are responsible for accurately tracking and reporting their leave.

As an exception, faculty may report sick leave only for the class time missed if they complete their other professional responsibilities for that day, such as course preparation, grading, student conferences, curriculum development, or governance work elsewhere. Faculty who provide alternate assignments for their class are not required to take sick leave however they must still submit a class cancellation notice on the day of absence.

Class cancellation notices for in-person classes will be posted by college personnel.

The undersigned agree to the expectations and responsibilities set forth in this Memorandum of Understanding dated January 16, 2026.

For the Faculty Union



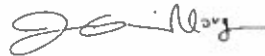
Barry Maxwell, President

Whatcom Community College Federation of Teachers

20 JAN 2025

Date

For the Employer



Justin Guillory, President

Whatcom Community College

1/20/2026

Date