

ARTICLE 22 – OTHER LEAVE

- 22.1 Leave for Child Care Emergencies. Employees using leave due to child care emergencies must notify their supervisor of their absence as soon as possible prior to the start of their scheduled shift or prior to the event which requires the need for leave, whichever is sooner.
- 22.2 Bereavement Leave. Bereavement leave of three (3) days with pay, per occurrence, shall be allowed for each death of a family or household member. However, an employee may request an additional two (2) days paid bereavement leave for good cause, including: travel distance to attend funerals or memorial services, complexities or unusually administrative responsibilities arising in connection with a decedent's estate or similar unforeseen circumstances requiring an extended absence from work. Such requests shall be made in writing and include reason for additional leave request. University denials of such requests will be written, and shall include the reason for the denial.
- 22.2.1 As used in this section, "family" means spouse, parent, step-parent, sister, brother, parent in-law, registered domestic partner, grandparent, minor/dependent child, child, and grandchild. As used in this section "household member" includes, persons who reside in the same home who have reciprocal duties to and do provide financial support for one another. The term does not include persons sharing the same house when the living style is primarily that of a dormitory or commune.
- 22.2.2 With approval of the employee's supervisor, employees may utilize additional accrued sick leave, annual leave, personal holiday or leave without pay for bereavement when the employee believes that an extended absence is dictated by the circumstances. Approval will not be withheld absent a legitimate business reason, which will be detailed in writing to the employee, with a copy to the Union.
- 22.3 Civil Leave. Employees subpoenaed to appear for jury service, as a witness or for other subpoenaed civil duties will receive pay at their regular rate of pay for work hours missed because of their required service. The University may require documentation or verification of jury service. Employees must notify their supervisors upon receipt of a subpoena for jury or witness duty, keep their supervisors apprised of the schedule for their jury or witness duties, and report to work when the court schedule permits. Employees assigned to work an evening or night shift will be reassigned to a day shift for the duration of the jury or witness service. Employees may retain any payments received for attendance or travel/meal expenses incurred as a result of jury service or appearance as a witness.
- 22.4 Employees will be provided paid leave in order to take state examinations, participate in the Employee Assistance Program, and for all other reasons set forth in WAC 357-31-325.