

# UW POLICY DIRECTORY

**Rescinded 07-25-25**

## APS 43.15 – Time Off and Leave of Absence for Classified Non-Union Staff

(Approved by the President per delegation of authority Executive Order No. 9)

### 1. Purpose

WAC 357-31-100 by establishing the basic requirements for requesting, approving, and using paid and unpaid time off and leaves of absence for classified non-union staff. Each University unit may develop its own time off and leave request approval policy and procedure so long as any specific entitlements included in this policy are not altered by the unit policy. If a unit-specific policy does not exist, then this policy governs the requirements for requesting and approving time off and leaves of absence for University of Washington classified non-union staff.

### 2. Vacation Time Off

#### A. Vacation Time Off Accrual

Vacation time off accrues in accordance with WAC [357-31-166](#) and [357-31-175](#). Vacation time off does not accrue until the end of the month in which it is earned. Full-time and part-time employees who have more than ten working days of unpaid time off in a month do not accrue vacation time off for the month.

#### B. Requesting Approval for Vacation Use

Use of vacation time off is subject to the supervisor's approval. An employee may request to use vacation time off at any time. However, where the use of vacation time off is planned and foreseeable, an employee should provide at least as much notice of the request to use vacation time off as the length of leave to be taken. Where use of vacation time off is requested because of an emergency, the employee must provide as much notice as possible of the request to use the time off. Vacation time off use is administered in accordance with the provisions of [WAC 357-31-200](#). The supervisor must approve time off as provided in [WAC 357-31-200](#) and may require verification of the necessity for such time off. Because employees may have specific legal entitlements, employing units must review proposed vacation leave verification practices with their Human Resources Consultant before implementing them.

#### C. Responding to Vacation Requests

Supervisors should respond to an employee's request to use vacation time off as soon as possible and consistent with operational necessity. If an employee's request to use vacation leave cannot be approved, the supervisor should work with the employee in an attempt to approve vacation time off at the earliest date convenient to the employee and consistent with operational needs.

## 3. Sick Time Off

### A. Sick Time Off Accrual

Sick time off accrues in accordance with WAC [357-31-115](#), [357-31-120](#), and [357-31-121](#). Sick time off accrues at the end of the month in which it is earned. Full-time and part-time exempt classified non-union employees who have more than eighty hours of unpaid time off in a month do not accrue sick time off for the month. Full-time and part-time nonexempt classified non-union employees who have more than eighty hours of unpaid time off in a month accrue at a rate of one hour for every 40 hours worked.

### B. Sick Time Off Use

Sick time off may be used for the reasons specified in [WAC 357-31-130](#). In addition, an employee may use up to 18 weeks of sick time off for parental leave. This is equivalent to 720 hours of sick time off for employees with full-time positions. For employees with part-time positions, the number of sick time off hours that an employee may use is prorated based on the position's percent time; e.g., 20 hours per workweek for a part-time position.

### C. Request to Use Accrued Sick Time Off

Use of sick time off is subject to the supervisor's approval. Where the need to use sick time off is foreseeable, such as for routine medical appointments, the employee must notify the supervisor of the need to use sick time off at least ten days in advance of the absence, or as early as practicable. The employee will use the request process designated by the employing unit. Where the need to use sick time off cannot be foreseen, the employee must notify the supervisor no later than the start of the shift on which the employee is scheduled to work, following the employing department's notification procedure.

### D. Sick Time Off While On Vacation

If an employee becomes ill while on vacation or an employee needs to care for a family member who becomes ill while the employee is on vacation, the employing department may allow the employee to use accrued sick time off in place of vacation time off. The employee must notify the employing unit of the need to use sick time off as soon as the need arises or as soon as practicable thereafter.

### E. Sick Time Off Verification

Verification may be requested only if the employee uses or requests to use sick time off after an absence of three consecutive scheduled work days. Departments may request that employees seeking to use or who have used sick time off for authorized purposes of more than three consecutive scheduled work days provide verification that establishes that the use of sick time off is for an authorized purpose.

## 4. Bereavement Time Off

An employee is entitled to three days of bereavement time off in accordance with the provisions of [WAC 357-31-250](#). A supervisor may require verification of the death of the person for whom bereavement time off is taken. The employee should make the supervisor aware of the need for leave as soon as possible.

A supervisor may additionally approve the use of vacation time off, sick time off, compensatory time, holiday credit, unpaid time off, or personal holiday for bereavement or condolence absences.

## 5. Family Care Emergency Absence

### A. Family Care Emergency Definition

A family care emergency is defined in [WAC 357-31-290](#)(1) and (2).

## **B. Family Care Emergency Absence Approval**

Leave for a family care emergency must be approved as specified in [WAC 357-31-285](#)(1), [357-31-300](#), and [357-31-305](#). A supervisor may approve a family care emergency absence for family members or for relatives of household members.

## **C. Time Off Use for Family Care Emergencies**

The types of time off that may be used for family care emergencies are specified in [WAC 357-31-295](#).

## **D. Family Care Emergency Verification**

An employee may be required to provide verification of the need to be absent, that the situation was such that it qualified as a family care emergency, and that advance notice of the need for the time off was not possible, provided the verification request is in accordance with [WAC 357-31-130](#).

# **6. Unpaid Time Off**

## **A. Unpaid Time Off Use**

Unpaid time off may be approved for any of the reasons for which paid time off is approved. Normally, eligible paid time off should be used before a unit approves unpaid time off.

## **B. Requesting Unpaid Time Off**

A request for unpaid time off is submitted according to the procedure used for the corresponding paid time off type for which it is being substituted (e.g., vacation time off, sick time off, bereavement, etc.).

## **C. Approved Unpaid Time Off**

Unpaid time off for which the supervisor has specifically granted approval is considered “authorized unpaid time off.”

## **D. Unauthorized Unpaid Time Off**

Unpaid time off may be considered “unauthorized” when an employee is placed on unpaid time off for reasons such as, but not limited to, unauthorized absence from work, tardiness, failure to provide required verification for an absence.

# **7. Military Leave**

Employees must be granted military leave in accordance with the provisions of WAC [357-31-360](#) and [357-31-370](#).

# **8. Parental Leave**

## **A. Parental Leave Entitlement**

An employee is entitled to be off work for parental leave for six months in accordance with the provisions of WAC [357-31-460](#) through [357-31-495](#). In accordance with Section 3.B above, up to 18 weeks of sick time off may be used for parental leave. Sick time off for this purpose must be taken during the first year following the child’s birth or placement.

## **B. Requesting Parental Leave**

An employee must provide at least 30 days' notice when requesting parental leave, except when a child's birth or placement requires leave to begin in less than 30 days, in which case the employee must provide notice as soon as is practicable.

## **9. Inclement Weather**

When the University or employing unit determines that inclement weather conditions exist, and an employee is unable to report to work, the employee may use accumulated compensatory time, accrued paid leave, and/or unpaid time off work in the following order:

#1 Compensatory time and holiday credit;

#2 Vacation time off;

#3 Up to three days of sick time off.

Upon the employee's request, the employee must be allowed to use unpaid time off in lieu of paid time off.

## **10. Responsible Office and Additional Information**

Contact the appropriate Human Resources Service Team Member listed on the [Human Resources Service Team Assignments](#) webpage.

## **11. History**

January 19, 2006; June 16, 2014; December 1, 2016 [Effective January 1, 2017]; June 14, 2018; September 3, 2019.