

In cases where an employee has assigned responsibility in more than one administrative unit, (e.g. WSU Everett, WSU Spokane, WSU Tri-Cities, and WSU Vancouver Campuses and research stations) the dean, director, and/or WSU Everett, WSU Spokane, WSU Tri-Cities, or WSU Vancouver Campus Chancellor of all affected units must be consulted and approve the evaluation.

The dean or director provides a copy to the employee and also forwards the Annual Review form, current position description (if changed from previous evaluation period), and all supporting documentation to Human Resource Services for retention.

Comments and Dissent

An Administrative Professional employee's comments or dissent regarding the contents of the annual review should be appended to the report before it is submitted through appropriate administrative channels. Routing information can be found in [BPPM 60.55](#).

Increase in Salary

Salary increases are determined following the regular annual review process, depending on availability of funds. Normally, salary increases are not made on an ad hoc basis during the year. (Exception: when a grant or contract clearly states an increase is due on a different schedule, WSU will honor the contract schedule, but will base the increase on the most recent formal review and will otherwise follow normal WSU guidelines.) A link to the policy may be found at [BPPM 60.12](#) Administrative Professional Salary Determination and Adjustment.

An Administrative Professional employee may initiate a salary review of their own position. The review may or may not result in a change of title/title code or salary. To initiate such a review, the employee must provide Human Resource Services (HRS) and their immediate supervisor the following documentation.

- A request memorandum describing the circumstances and basis for the request.
- A signed position description that includes current duties and responsibilities.
- An updated organizational chart, including names and titles.

The procedures are outlined in the [BPPM 60.12](#) Administrative Professional Salary Determination and Adjustment.

Leave

Administrative Professional employees are eligible for paid leave as outlined in this section. Relevant law or other University policy may supersede the following leave guidelines. Consult Human Resource Services at 509-335-4521 for current applicable rules, regulations, and procedures. The leave policy is detailed in [BPPM 60.56](#).

All Administrative Professional employees are eligible to receive leave. Administrative Professional appointments must be for a minimum of 50% FTE (full-time equivalent) and must be for more than a 6-month appointment term. (i.e., 6 months plus 1 day).

EXCEPTION: Retire/Rehires cannot be appointed for more than a 40% FTE appointment in a 12-month term and are not eligible to receive leave.

Leave is reported in the Workday system.

- Employees in positions which are ineligible for overtime follow the [Workday Time and Absence Guide: Request and Correct Time Off \(Employees\) Reference Guide](#) for instructions on how to enter and correct time off in the Workday system.

- Employees in positions which are eligible for overtime follow the [Workday: Enter and Correct Time \(Employee\) Reference Guide](#) for instructions on how to enter and correct time in the Workday system.

Civil Service employees who accept Administrative Professional positions carry forward all accumulated sick and annual leave if there is no break in service. The releasing department at the time of transfer will pay any accrued compensatory time earned in the Civil Service position.

Employees from other state agencies who join WSU without a break in service transfer their annual and sick leave balances.

Annual Leave

Accrual

Full-time Administrative Professional employees earn 16.67 hours of annual leave for each month of completed service. Unused leave is cumulative to a maximum of 352 hours.

Annual leave accrues on a pro-rata basis:

- For less than 100 percent appointments
- For partial months worked

Employees on less than 12-month appointments earn annual leave for each month of their scheduled work year. Leave is accrued while an employee is on paid leave. Leave is not accrued while an employee is on unpaid leave. Leave is prorated for partial months of unpaid leave.

Use

Leave is scheduled with the approval of the unit administrator. Annual leave may not be taken before it is earned; annual leave is not earned until the first day of the following month. **EXCEPTION:** The annual leave hours earned during the final month of the appointment may be used in the final month.

Employees on temporary appointments must use annual leave prior to the expiration of their appointment to avoid loss of earned leave.

Administrative Professional employees are free during the time outside the service period or during annual leave to seek other employment, perform consulting work, or take advantage of educational opportunities. Employment or consulting work must be consistent with University policy and applicable laws.

Payment

Annual leave is paid at the time of separation from state service. Human Resource Services authorizes payment based on the total accrued leave balance.

Accumulated annual leave for employees on temporary appointments must be used prior to the termination date, unless the employee obtains a written exception from the Appointing Authority. These restrictions are noted on the employee's offer or renewal letter.

Payment is calculated with the following formula:

- Hours of unused leave × monthly salary × .0063

Sick Leave

Accrual

Full-time Administrative Professional employees earn eight hours of sick leave for each month of completed service.

Sick leave accrues on a pro-rata basis:

- For less than 100% FTE appointments
- For partial months worked

Employees on less than 12-month appointments earn sick leave for each month of their scheduled work year. Leave is accrued while an employee is on paid leave. Leave is not accrued while an employee is on unpaid leave. Leave is prorated for partial months of unpaid leave.

Use

Sick leave may not be taken before it is earned; sick leave is not earned until the first day of the following month. It may be used in case of illness or disability of the Administrative Professional employee or their immediate family member. Sick leave may be used for condolence or bereavement. (See [Emergency Leave](#) for additional information.)

Payment

Administrative Professional employees may participate in the sick leave Attendance Incentive Program. The policy can be found at [BPPM 60.41](#).

- In January of each year, employees may elect to receive monetary compensation for unused sick leave hours accrued in the previous year. The sick leave balance cannot be reduced to less than 480 hours.
- Upon retirement or death the employee or beneficiary shall be compensated 25% of all unused sick leave. For retirement the Voluntary Employee Beneficiary Association (VEBA) Medical Expense Plan may apply.

Payment is based on two figures: (1) 25% of unused sick leave and (2) salary at the time of payment.

Payment is calculated with the following formula:

- 25 percent × hours of unused sick leave × monthly salary × .005747

VEBA Medical Expense Plan ("VEBA MEP")

At retirement, an eligible employee may either receive benefits from the Voluntary Employee's Benefit Association Medical Expense Plan (VEBA MEP) or receive payment for accrued sick leave. The policy can be found at hrs.wsu.edu/VEBA.

Re-employed from Former State Service

Sick Leave will be restored to former state employees who are re-employed to AP Service within three years of their separation date. Sick leave will not be restored if the employee retired and the accrued sick leave was cashed out to a VEBA Trust account.

Leave for Work-Related Injury or Illness

Employees who suffer a work-related injury or illness that is compensable under the state workers' compensation law may select time loss compensation exclusively or a combination of time loss compensation and accrued paid leave. If the employee receives pay for accrued leave or holidays and also receives workers' compensation for time loss, the employee is entitled to both payments without any deduction for the industrial insurance payment. For more information, call Human Resource Services at 509-335-4521 or refer to the website: hrs.wsu.edu/employees/disability-services/workers-compensation/#Benefits.

Military Leave

WSU grants employees 21 days of leave with pay for active training duty with any of the armed forces of the United States, upon receipt of military orders. Military orders are not required for those employees called to active duty.

During a period of military conflict, an employee whose spouse or state registered domestic partner is a member of the military who has been called to active duty or deployed is entitled to 15 days of leave per deployment. During this period of leave, they may use their own leave accruals or request unpaid leave.

Civil Leave

Administrative Professional employees are entitled to leave for jury duty, as subpoenaed trial witnesses, and/or for other subpoenaed civil duty.

Leave for Testimony at Trials and Hearings

University employees, as all citizens, have a duty to provide accurate information to adjudicatory bodies. When Administrative Professional employees are subpoenaed because of facts gained within the course of University duties, arrangements for leave and for providing expertise to litigants will be reviewed by the appointing authority or designee in consultation with the WSU Division of the Office of the Attorney General to ensure the University's interests are protected.

Expert Testimony

Expert testimony by Administrative Professional employees will be in accordance with University policy and procedure.

Emergency Leave

Emergency leave applies only to cases of death of a family/household member or a comparable emergency. "Comparable emergency" is defined as severe or life-threatening illness or injury.

For purposes of emergency leave, family members include spouse, state registered domestic partner, children, parents, siblings, spouse's parents, state registered domestic partner's parents, spouse's children, state registered domestic partner's children, grandparents, grandchildren, stepparents, stepchildren, children-in-law, sibling-in-law, stepsibling, and dependents living in the employee's home regardless of the family relationship to the employee. Household members, partners and state registered domestic partners are defined as persons who reside in the same home who have reciprocal duties to and do provide financial and/or emotional support for one another.

Such leave, with pay, may be granted to the Administrative Professional employee by the dean or other principal administrative officer in charge, provided the regular duties of the person concerned are assumed by other staff members without additional expense to the University. Up to five days' leave shall be granted for each emergency without charge to sick leave or annual leave balances. Under exceptional circumstances, the leave may be extended to 10 days with authorization of the employee's administrative officer and Human Resource Services.

Professional Leave

Administrative Professional employees are eligible for WSU's Professional Leave Program. Professional leave provides an opportunity for study, research, and creative activities for the enhancement of the institution's instructional and research programs. Each fall, the Office of the Provost announces program guidelines and application procedures.

Shared Leave

The shared leave program allows state employees to donate leave to a state employee who is suffering from, or has a family/household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition that is likely to cause the employee to take leave without pay or terminate employment; or if an employee is called to uniformed services; or in case of volunteer service during a state of emergency; or if an employee is a victim of domestic violence, sexual assault, or stalking. To receive shared leave the employee is required to meet the following conditions:

- Have a 50% FTE or greater appointment;
- Exhaust (or will shortly exhaust) other leave balances in accordance with [BPPM 60.58](#);

- Submit a Shared Leave application and supporting documentation.

The following criteria apply to the donation of shared leave:

- A minimum of one hour of annual or sick leave;
- All or part of a personal holiday;
- Annual leave balance may not fall below 80 hours at the time the donation is processed;
- Sick leave balance may not fall below 176 hours at the time the donation is processed.

Further information found in [BPPM 60.58](#) or by contacting Human Resource Services at 509-335-4521.

Leave of Absence Without Pay

The following guidelines apply to extended leave of absence without pay (LWOP). An employee granted leave must state in writing an intention to return to the service of the University for at least one year after the leave or to retire, if eligible, at the end of the leave:

- May be granted for up to 12 months by the appointing authority.
- May be extended for up to an additional 12 months upon the approval of the appointing authority and Human Resource Services.
- Requests for and actions relating to leave of absence without pay are submitted in writing in advance of the leave.
- If LWOP is for entire calendar month, annual and sick leave are not earned and cannot be taken while on leave of absence without pay.
- Annual and sick leave are pro-rated based on hours in paid status during months of partial LWOP.
- Employees on parental or disability leave without pay may use a minimum of eight hours per month of accrued leave (annual or sick) for up to four months to maintain insurance benefits. Employees are encouraged to contact Human Resource Services to determine if eight hours will be enough to cover their portion of the insurance premiums. Contact HRS at 509-335-4521.
- The granting of such leave is discretionary with the appointing authority.

Family Medical Leave Act

The Family Medical Leave Act (FML) allows up to 12 weeks of paid or unpaid, job-protected leave to eligible employees for certain family and medical reasons for each 12-month period. An eligible employee is an employee who has worked for the state for at least 12 months and for at least 1,250 hours during the previous 12-month period. The employee may use annual leave, sick leave, leave without pay, or any combination thereof.

Family Medical Leave may be requested for the following:

- The birth of a child or placement of a child with the employee for adoption or foster care.
- To care of an employee's spouse, child, or parent who has a serious health condition.
- A serious health condition that makes the employee unable to perform essential functions of their job.
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

The combined FML for parents who are both employed by WSU cannot exceed 12 weeks for each birth, adoption, or foster care placement. Health benefits continue for the 12-week Family Medical Leave period. The employee is responsible for their share of premium payments. Employees are encouraged to contact HRS at 509-335-4521 for information on how to use their leave to cover their portion of the premiums, or to set up a payment plan to pay for their portion of the premiums.

The employee is responsible for the following:

- Completing a Request for FML in Workday;
- In general, the employee must give the employer at least 30 days' advance notice of the need to take

FML leave when the employee knows about the need for the leave in advance and it is possible and practical to do so. When the need for leave is unexpected, the employee must provide notice to the employer as soon as possible and practical;

- Providing a fitness-for-duty release prior to returning to work in the case of an employee's serious health condition;
- Following appropriate leave notification procedures, as needed.

Parental Leave

Administrative Professional employees may request parental leave for up to 12 weeks for the birth and care of the employee's newborn child or the placement of a child with the employee for adoption or foster care. This leave may be in addition to any leave may be in addition to any leave for illness or temporary disability due to pregnancy and/or childbirth.

Victims of Domestic Violence, Sexual Assault, or Stalking Leave

Employees who are victims of, or have a family member who is a victim of domestic violence, sexual assault, or stalking may take reasonable leave from work to seek assistance, obtain medical treatment, mental health, counseling, legal assistance, confidentially secure shelter, or to participate in a safety plan. Employees may use annual leave, sick leave, leave without pay, or any combination thereof.

Additional Family Medical and other leave entitlements are found in [BPPM 60.56](#).

For additional information, contact Human Resource Services at 509-335-4521.

Holidays

WSU observes 11 holidays, generally 10 scheduled holidays and one personal holiday. Employees on less than 12-month appointments are eligible for holidays scheduled within their appointment term. An AP employee must be in pay status the workday prior to the holiday in order to receive pay for the holiday.

An employee's workplace location determines the holiday schedule. The WSU holidays are posted at hrs.wsu.edu/resources/holiday-schedule/.

Personal Holiday

Employees are eligible for a one-day personal holiday accrued on a fiscal year basis (an employee's workplace location may determine the personal holiday schedule) to be used:

- In a one-day block; or
- As a partial day if:
 - Donated for shared leave; or
 - As a partial day if used for emergency leave
 - The remaining partial day may only be used for additional emergency leave or donation of shared leave.

Change in Appointment

Change in Appointment Status

An appointing authority may reduce or increase the FTE (full-time equivalent) percentage or change the appointment term for an AP appointment.

Requirements:

- The employee will be given at least a 30-day written notification if a department is reducing or increasing the FTE (full-time equivalent) percentage or changing the appointment term.
- The appointment must be for a minimum of 50% FTE and for 6 months plus 1 day appointment term.