Purpose:
To ensure employees use accrued paid leave for absences whenever possible.

Scope:
All eligible Green River Community College employees who accrue paid leave.

Policy:
Except as allowed by law or negotiated agreements, employees are required to use and exhaust paid leave such as vacation, personal holiday, compensatory time, or sick leave when requesting time away from work. Except as allowed by law or negotiated agreements, leave without pay will only be granted at the discretion and convenience of the College. Each request for leave without pay will be considered on its own merits and in light of the impact of the leave on the operation of the College.

Procedure:
1. Employees requesting leave without pay must:
   a. Complete a Leave Authorization Form. The employee must provide notice “as soon as practicable” (“as soon as practicable” generally means at least verbal notice to the Office of Human Resources within one or two business days of learning of the need of Leave.) Leave must be approved by the supervisor for the appropriate department
   b. Have the approval and required signature of the administrative head of the Office of Human Resources

Specific Authority: WAC 251-22-200

Law Implemented:

History of Policy or Procedure
Draft: May 11, 2004
Adopted: April 5, 2005
Reviewed:
Reviewed by:
Contact: Sheryl Gordon, HR Representative III / Employee Benefits, ext. 2600
President’s Staff Sponsor: Dr. Brent Jones, Vice President for Human Development, ext. 3320