



COLLEGE POLICY

Policy Name: Employee Leave	Policy Number: CP 5.14
Board Policy Reference: n/a	Approvals: College Advisory Council 12/2/24 President 12/15/24
Applicable WAC/RCW: Ch 50A.15 RCW Ch 192-500 WAC	

Cascadia College Policy: Employee Leave

The College will provide and administer a program for employee leaves of absence in a manner that supports the well-being of faculty and staff and the organization as a whole. Accrual and leave use requirements for bargaining unit employees are as outlined in the applicable collective bargaining agreement or rule.

The Human Resources Department, under the oversight of the Vice President of Administrative Services, shall be responsible for ensuring leave is administered in good faith and consistent with the rights and responsibilities provided by statute or college procedure and for providing information and training specific to these rights and responsibilities. Employees shall report leaves and provide the notice and information necessary for Cascadia College to effectively administrate leaves of absence and direct its workforce.