



STATE OF WASHINGTON

DEPARTMENT OF CORRECTIONS

P. O. Box 41100 • Olympia, Washington 98504-1100 • Tel (360) 725-8500

March 30, 2020

TO: Appointing Authorities

FROM: Melia Olsen, Director
Human Resources *mo*

**RE: EXCEPTION TO POLICY-ANNUAL LEAVE ACCRUALS
OVER 240 HOURS**

The purpose of this message is to inform you of an exception that has been authorized to approve leave extensions in accordance with DOC Policy 830.100 Leave and the Collective Bargaining Agreements.

This exception is to issue a blanket approval of leave extension for any employee who is or will go over the maximum amount of 240 hours (thirty working days) of vacation leave during the months of March, April, May and June of 2020 and will not require individual employees to file statements of necessity. This deferred leave will not be lost as long as the employee uses the deferred hours within one year of their upcoming anniversary date.

This blanket approval does not extend any vacation hours accrued over 240 prior to March 2020. Per Washington Administrative Code and Collective Bargaining Agreement, this extension can only be granted for future accrual dates. A scenario is attached to help illustrate the portion of the leave that can be carried forward and that cannot.

This extension is based on the circumstances surrounding COVID-19 such as staffing to ensure service delivery. We are partnering closely with Payroll to coordinate extensions. A reevaluation of this timeline will occur as we begin to see the impact of COVID-19.

From a technical standpoint, please be aware that the restoration of excess leave is a manual process that requires multiple steps by Payroll. We will restore any lost leave for the months of March through June at the conclusion of each month when we can dedicate staff resources to the task.

The situation regarding COVID-19 is changing rapidly and as an agency we are committed to providing continued communication as information becomes available or decisions are made.

Exception to Policy-Annual Leave Accruals over 240 Hours

March 30, 2020

Page 2

Please contact local Human Resources if you have questions.

Attachment

cc: Human Resource Managers

Payroll

Executive Strategy Team

EXAMPLE SCENARIO

On March 1, 2020 an employee is assigned to work on a special project. It is expected that the assignment will last four (4) months. Due to an ambitious timeline and strict deadlines, the employee will not be approved to take any vacation leave during that time.

- On March 1, 2020, the employee's vacation leave balance is two hundred sixty hours
- The employee accrues ten hours monthly.
- The employee's anniversary date is July 15.

The employee will not be able to use leave from March 1, 2020 – June 30, 2020; therefore, the blanket exception will defer the March, April, May, and June vacation leave accruals (40 hours) beyond the upcoming anniversary date of July 15, 2020. Those hours will not be lost as long as the employee uses the deferred hours by their next anniversary date (July 15, 2021.)

The twenty hours of excess vacation leave the employee had on March 1, 2020 are not covered by the blanket exception and may not be deferred.