

Policy 250 - Leave Administration

Lower Columbia College, aware of its obligations under **RCW 50A** (apps.leg.wa.gov/rcw/default.aspx?Cite=50A) and **WAC 192** (apps.leg.wa.gov/wac/default.aspx?cite=192) , **Family Medical Leave Act of 1993** (www.dol.gov/agencies/whd/fmla) , **WAC 357-31** ([app.leg.wa.gov/WAC/default.aspx?cite=357-31](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-31)) , and all related chapters of the **Revised Code of Washington** (apps.leg.wa.gov/RCW/default.aspx?cite=49.60) , will provide and administer a program for employee leaves of absence. This program will serve both the well-being of LCC's employees and the organization as a whole. Leave will be administrated in good faith, consistent with the rights and responsibilities provided for by law and in collective bargaining agreements, including those responsibilities placed upon the employee to provide the notice and information necessary for the district to effectively direct its workforce and serve the best interest of students.

Historic Information

- Approved: July 13, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022
- Reviewed by Executive Leadership Team-No Changes Needed: June 19, 2019
- Adopted: February 23, 2009
- Campus Review: February 1-22, 2009
- Reviewed by the Executive Leadership Team: November, 2008
- Replaces Policies 308.2-308.3-Approved: October, 1989

Resource/Reference/ Procedure	Title	Unit Responsibility
Washington Federation of State Employees collective bargaining agreement (ofm.wa.gov/sites/default/files/public/labor/agreements/21-23/wfse_he.pdf)		VP of HR and Legal Affairs
Faculty Contract (internal.lowercolumbia.edu/departments/human-resources/_assets/documents/FacultyContractFinal_wsig.pdf)		
Administrative and Exempt Handbook (internal.lowercolumbia.edu/departments/human-resourc		

Resource/Reference/ Procedure	Title	Unit Responsibility
es/_assets/documents/AdministrativeExemptHandbook.pdf)		
Procedure 250.1A (lowercolumbia.edu/publications/administrative-policies/2020/_assets/documents/250.1A_Family_Medical_Leave_Revised0424.pdf)	Family Medical Leave Procedure	
Procedure 250.2A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/250.2A_Part_Time_and_Student_Leave_Procedure.pdf)	P/T & Student Leave	
Procedure 250.3A (lowercolumbia.edu/publications/administrative-policies/_assets/documents/250.3A_SharedLeaveProcedure.pdf)	Shared Leave	
Procedure 250.4A (lowercolumbia.edu/publications/administrative-policies/2020/_assets/documents/Leave_Procedure250.4A_Final_April2024.pdf)	Leave Administration	