# 540.090 CLASSIFIED LEAVE POLICY

To the extent that this policy addresses terms or provisions covered under collective bargaining agreements for represented employees, the terms of the collective bargaining agreement will control for those represented classified employees.

It is the policy of Wenatchee Valley College to comply with [WAC 357-31-100](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-31-100) for classified employee leave requests and usage.

This policy, with its accompanying procedure, is intended to provide guidance to WVC by establishing the basic requirements for requesting, approving and using paid and unpaid leave for classified staff in accordance with the requirements of [WAC 357-31-100](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-31-100), and to work in conjunction with associated Chapter 357 WACs, RCWs, and college policies and procedures.

Approved by the president’s cabinet: 10/23/12

Adopted by the board of trustees: 11/21/12

Last reviewed: 9/6/19

Policy contact: Human Resources

Related policies and procedures

 1540.090 [Classified Leave Procedure](https://www.wvc.edu/humanresources/policies-procedures/500-human-resources/540.090-classified-leave-policy.html)