



UNIVERSITY OF WASHINGTON
ACADEMIC STUDENT EMPLOYEE LEAVE RECORD
 ACADEMIC STUDENT EMPLOYEE PROGRAM

2007

Name	Job Class Code and Title	ID Number	Personal Holiday	LEAVE BALANCES:*				INITIALS
				VACA. DAYS USED	BEGIN. BAL	PAID LEAVE USED	BEGIN. BAL	
FTE% 1 JAN 16	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		H					Employee Supervisor
FTE% 1 FEB 16	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							Employee Supervisor
FTE% 1 MAR 16	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							Employee Supervisor
FTE% 1 APR 16	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							Employee Supervisor
FTE% 1 MAY 16	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		H					Employee Supervisor
FTE% 1 JUN 16	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							Employee Supervisor
FTE% 1 JUL 16	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							Employee Supervisor
FTE% 1 AUG 16	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							Employee Supervisor
FTE% 1 SEP 16	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							Employee Supervisor
FTE% 1 OCT 16	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							Employee Supervisor
FTE% 1 NOV 16	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		H					Employee Supervisor
FTE% 1 DEC 16	2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							Employee Supervisor

* Ending leave balances do not carry over.

Maintenance and Retention of Record

The employing department is responsible for maintaining this record in an accurate and timely manner. Both the employee and the supervisor are to review the record each month to verify that the daily and cumulative leave record is correct, and sign the record to signify their concurrence. All notations should be made in ink. Changes should be initialed by both parties. The record is to be retained and kept in a safe, accessible place by the department.

General Guidelines for Leave Use

The following guidelines are intended to inform ASEs, supervisors, and employing department staff about the leave entitlements afforded under the UW/UAW contract. However, these guidelines do not superseded the actual contract articles.

Vacation

ASEs with a 50% or greater FTE appointment for twelve months will have a minimum of four weeks (20 business days) of vacation time off during those twelve months. ASEs with a 50% appointment for less than twelve months or who are appointed for less than 50% FTE shall have vacation time off

prorated on this basis. Vacation time off shall be taken during academic quarter breaks or as otherwise mutually agreed to by the ASE and a supervisor.

Leaves of Absence

The period of paid leave as described in Article 16 shall generally be no more than seven (four hour) days per year for an ASE whose appointment is 50% FTE for the academic year or longer. For ASEs who are employed for fewer than three quarters or are employed for less than 50% FTE, the amount of paid leave will be prorated.

The period of leave for bereavement shall be 1-3 days per occurrence.

An ASE shall have those rights provided by law for military leave.

An ASE shall not have any reduction of stipend or pay due to jury duty service.

Holidays

ASEs employed 50% FTE for three or more quarters during the 12-month period starting September 16th shall be entitled to one personal holiday during that 12-month period. Any ASE required by the University to work on a University holiday may arrange with the appropriate supervisor for a mutually agreeable alternative within the same quarter.

KEY:	V = Vacation	PH = Personal Holiday
H = Holiday	P = Paid Leave	B = Bereavement Leave
Q = Quarter Breaks	UP = Unpaid Leave	C = Civil Leave
	HU = Holiday Used	M = Military Leave
	HW = Holiday Worked	

Questions? visit: <http://www.washington.edu/admin/hr/laborrel/>