



WESTERN
HUMAN RESOURCES
Knowledge Empowers Excellence

Cyclic Year Employment

Information Guide

Human Resources
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**WESTERN WASHINGTON UNIVERSITY
HUMAN RESOURCES**

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The following information is to help guide supervisors and employees through the governing policies and procedures surrounding employees working cyclic year schedules. These rules/guidelines apply to all applicable employees, however, rules are superseded by the [Administering Work and Leave Time Reports](#) policy and the [Collective Bargaining Agreements](#) for Classified employees.

General Overview

- Cyclic positions are defined as permanent positions with less than twelve (12) month appointments each fiscal year due to known, recurring periods when the position's workload is reduced.
- Cyclic positions can be for full- or part-time appointments.
- Cyclic leave is an approved leave without pay.
- Cyclic leave hours are unpaid hours that a cyclic employee records on their timesheet.
IMPORTANT: If cyclic leave is not reported on the day in which the leave was taken, it results in an overpayment.
- An employee's appointment percent represents the percentage of 40 hours per workweek or percentage of 8 hours per day the employee is paid for. Employees with cyclic leave schedules must work and/or report cyclic or other leave for the number of hours of the position's appointment % **within** each workweek.
 - *Example 1: A full-time, 100% employee must report a minimum of 40 hours in a workweek. This can be a combination of hours worked and cyclic or other leave (paid or unpaid).*
 - *Example 2: A part-time, 50% employee must report a minimum of 20 hours in a workweek. This can be a combination of hours worked and cyclic or other leave (paid or unpaid).*
- Western's workweek starts at 12:01 a.m. on Monday and ends at 12:00 midnight Sunday.

Impact on Benefits

Medical and dental insurance coverage continues during the scheduled cyclic leave without pay. When cyclic leave is taken for an entire pay period or more, premiums for medical and optional life insurance will be collected when the employee returns to paid status.

Impact on Vacation and Sick Leave Accruals

Vacation and sick leave accruals are not affected by cyclic leave unless the leave exceeds 10 work days in a calendar month. In those cases, employees would not earn vacation and sick leave accruals for that month.

Impact on Retirement Service Credit

In certain cases, cyclic leave may impact Department of Retirement Systems service credit earned under the Public Employees' Retirement System (PERS), Teachers' Retirement System (TRS) or Law Enforcement Officers' and Fire Fighters Retirement System (LEOFF). Service credit is based on the number of hours worked. Refer to your plan manual on the [DRS website](#) for further information.

Submitting Cyclic Year Schedules

Supervisors must submit a [Cyclic Leave Form](#) to hr.forms@wwu.edu for **all** cyclic employees they supervise by June 15 for the following fiscal year (July 1 through June 30). For all cyclic employees who begin mid-year, submit a Cyclic Leave Form by the employee's first day of work. If any change to the work schedule is needed, supervisors should provide written documentation to the employee or submit a revised Cyclic Leave Form prior to the change taking effect.

Holidays and Cyclic Employment*

**Applies to Classified employees only. During weeks with a paid holiday, overtime ineligible Professional Staff should work with their manager to determine an appropriate schedule. If overtime ineligible Professional Staff are in unpaid status during the entire work week, they are not eligible for holiday pay.*

Cyclic employees who are scheduled to work less than a full month in a month in which a holiday falls will receive pay for the holiday if they were in full paid status on their last scheduled work day preceding the holiday, in that same month.

Example: if the holiday falls on Monday, May 29th and the employee was in full paid status on their last scheduled work day of Friday, May 5th, they would be paid for the holiday. If the employee was on cyclic leave every work day between May 1-28, they would not be eligible for holiday pay.

If a holiday falls on the first day of a month, a cyclic employee will be eligible for holiday pay if they were in full paid status on their last scheduled work day of the previous month.

Example: if the holiday falls on Monday, January 1st and the employee was in full paid status on their last scheduled work day of Wednesday, December 20th, they would be paid for the holiday. If the employee was on cyclic leave every work day for the month of December, they would not be paid for the holiday.

If a cyclic employee is not eligible for holiday pay, report a full day of cyclic leave on the date of the holiday to avoid an overpayment.

Collective Bargaining Agreement Language

The collective bargaining agreements detail specific rules for cyclic, classified employees.

General Rules

- **Employee Notification:** Employees must be informed in writing of their scheduled periods of cyclic leave at least 15 calendar days prior to the beginning of each fiscal year.
- **Probation/Trial Service:** If an employee is scheduled to take cyclic leave during their probationary or trial service period, their probationary period will be extended on a day-for-day basis. Supervisors should notify HR when this occurs to ensure that the appropriate probationary period end date is calculated.
- **Assigning Additional Work:** If additional temporary work is required of a cyclic position during a work period for which the position was scheduled to take cyclic leave, the temporary work will be offered to that employee. The employee will be allowed at least 3 working days in which to accept or decline the offer of work.

In the event of an emergency or unforeseen operational needs, the supervisor may adjust the employee's schedule to work during scheduled cyclic leave without prior notice.

WFSE Collective Bargaining Agreement Information

Article 4.2.B, Cyclic Year Employment

The Employer may fill a position with a cyclic year appointment for positions scheduled to work less than twelve (12) full months each year, due to known, recurring periods in the annual cycle when the position is not needed. At least fifteen (15) days before the start of each annual cycle, incumbents of cyclic year positions will be informed, in writing, of their scheduled periods of leave without pay in the ensuing cycle. Such periods of leave without pay will not constitute a break in service.

When additional work is required of a cyclic position during a period for which the position was scheduled for leave without pay, the temporary work will be offered to the incumbent. The incumbent will be allowed at least three (3) working days in which to accept or decline the offer. Should the incumbent decline the work, it will be offered to other cyclic employees, in the same classification, with the necessary skills and abilities, in order of seniority, before being filled by other means.

PSE Collective Bargaining Agreement Information

Article 28.3, Cyclic Appointments

Cyclic leave positions are defined as less than twelve (12) month appointments due to known budgetary restraints or known, recurring periods in the academic calendar when the position is not needed.

A. Cyclic Year Schedules

At least fifteen (15) calendar days before the start of each annual cycle, a cyclic schedule shall be established in consultation with the affected employee. Incumbents of cyclic year positions will be informed in writing of their scheduled periods of leave without pay in the ensuing annual cycle. Such leave without pay shall not constitute a break in service and shall not be deducted from the employees' length of service in granting periodic increments nor in computing the employees' vacation leave accrual rate.

B. Additional Work for Cyclic Employees

When additional work is required of a cyclic year position during a period for which the position was scheduled for leave without pay, the temporary work will be offered to the incumbent first, then to available bargaining unit members by seniority. The incumbent will be allowed at least three (3) working days in which to accept or decline the offer.

Frequently Asked Questions

Q: How does an employee who has an alternate workweek schedule report cyclic leave when they are on cyclic leave during an entire workweek?

A: The employee should report cyclic leave each day of the workweek based on the employee's appointment percentage hours, not their alternate workweek schedule.

Example: An employee with a 75% appointment whose alternate workweek schedule is 10 hours per day, Monday-Wednesday, and takes cyclic leave for an entire workweek should report 6 hours of cyclic leave per day, Monday-Friday instead of 10 hours of cyclic leave Monday-Wednesday.

Q: How does an employee with an alternate workweek schedule report cyclic leave when they return to work after being on leave in the middle of a workweek?

A: The employee should report both cyclic leave and hours worked based on the alternate workweek schedule.

Example: An employee with a 75% appointment whose alternate workweek schedule is 10 hours per day, Monday-Wednesday and takes cyclic leave on Monday and works on Tuesday and Wednesday should report 10 hours of cyclic leave on Monday and 10 Total Hours Worked each day on Tuesday and Wednesday.

Q: How do I calculate how much cyclic leave I need to use?

A: A cyclic month equals 22 work days. Therefore, to determine how much time an employee needs to take off for cyclic leave, take the number of months they are scheduled to be on cyclic leave and multiply it by 22 days. For example, an 11-month employee is required to take 1 month of cyclic leave, which equates to 22 work days. A 10-month employee is required to take 44 work days, etc.

Q: How is cyclic leave calculated if a new employee is hired in the middle of the fiscal year?

A: The department will need to determine how much cyclic leave needs to be taken during the remainder of the fiscal year, based on the needs of the department. Once that is determined, use the calculation above to calculate how much cyclic leave needs to be taken.

Q: What should I do if I want to reduce the number of months my employee works (i.e., change them from a 12-month to an 11-month employee)?

A: Reducing an employee's appointment length is considered a layoff action in accordance with our Collective Bargaining Agreements. Contact the Employee and Labor Relations team at x4065 prior to making any changes to the employee's position.

Q: Who can I call with questions?

A: Contact Payroll at x2991 for time sheet reporting questions

Contact your HR Consultant for Collective Bargaining Agreement or policy questions

- BFA & UR – Kelsie Cagampang at x4065
- ESS & UA – Megan Galley at x2615
- AA – Gretchen Lucas at x2513