

WSU Libraries Call Out Policy
For Student and Hourly Employees
For Library Unit: _____

All Pullman campus Libraries' student and hourly employees are expected to communicate with their direct supervisor (or a designated alternate) when they are unable to work their scheduled shift.

Your specific unit's call out method:

Supervisor Contact Information: _____
(Name, Phone, Email)

Alternate Contact Information: _____
(Name, Phone, Email)

Effective January, 2018, in accordance with WAC 296-128-620, hourly employees accrue Paid Sick Leave (PSL) for hours worked. (See Conditions for Temporary Employment form for details.)

Temporary hourly employees are authorized to use available Paid Sick Leave (PSL) for purposes outlined in RCW 49.46.210 and WAC 296-128-630. In accordance with WAC 296-128-650, employees are expected to call out as soon as possible before the required start of their shift, unless it is not practicable to do so. Employees or supervisors may enter their PSL hours into Cougar Manager.

When requesting time off for purposes other than sick leave, e.g., time off needed for school-related events, projects, or tests, for parents or other family visiting from out of town, or for out of town travel, employees are to notify their supervisor as far in advance as possible and to attempt to find a substitute or trade with another unit employee to cover their scheduled shift.

Failure to follow established call out procedures as outlined above may result in termination.

Please contact your supervisor if you have questions regarding this policy.