

Sick Leave

Paid sick leave is available for employees to care for their health and/or the health of their family members as provided for in Collective Bargaining Agreements or Memorandums of Understanding. For those employees not covered by an employee agreement, the following shall apply:

Authorized Uses

Paid sick leave may be used for the following:

- An employee's mental or physical illness, injury or health condition;
- Preventive care such as medical, dental or optical appointments and/or treatment;
- Care of a family member with an illness, injury, health condition or for preventive care;
- Closure of the employee's work location or child's school/place of care by order of a public official for any health-related reasons;
- If the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.

Family member is defined as a child or parent, (including biological, adopted, foster, step or legal guardian) spouse, registered domestic partner, grandparent, grandchild, sibling or spouse's/domestic partner's parent.

Sick leave can be used when the employee needs to be absent for any of the above reasons from an assignment for which the employee was scheduled to work. Employees covered by this policy are allowed to use paid sick leave in increments of one hour. Employees using sick leave will be compensated at the rate of pay associated with the assignment(s) from which the employee is absent. Paid sick leave hours will not count towards the calculation of overtime.

Accrual of Sick Leave

Sick leave begins to accrue at the start of employment. New employees will be provided with an Employee Sick Leave Notification at the start of employment containing information about authorized uses for sick leave, eligibility for use, the sick leave accrual year, carryover of sick leave procedures and information about retaliation. Effective January 1, 2018, employees accrue sick leave at a rate of one (1) hour for every 40 hours worked. At the end of the sick leave accrual year any unused sick leave of 40 hours or less will carry over to the following year. The maximum amount of carryover from one school year to the next is 40 hours. Employees will not be allowed to cash out any balance of sick leave either on an annual basis or upon separation from employment, however if employee leaves employment and is rehired within 12 months of separation, any accrued, unused sick leave up to 40 hours will be reinstated to the employee's sick leave balance.

Notification

Employees will be notified of their accrued sick leave hours, sick leave hours used, and current sick leave hours available for use in the employee information area of the District's payroll system.

There will be no retaliation against an employee for lawful exercise of their paid sick leave rights. If an employee believes he/she believes is being discriminated or retaliated against, the employee may contact the District's Compliance Officer. If an employee is not satisfied with the District's response, he/she may contact the Washington State Department of Labor and Industries.

The Superintendent/designee will establish procedures for reporting absences and the annual notification processes for employees.

Legal References:

RCW 49.46.210

WAC 296-12.610

RCW 49.46