



GRANITE FALLS SCHOOL DISTRICT Substitute/Non-Regular Employee Sick Leave

INITIATIVE 1433

Process/Procedures to request and use paid sick leave

REQUIREMENTS:

- Substitute employee must be scheduled for an assignment of five (5) or more consecutive days to be eligible to request paid time off. (* See below for exceptions)
- Substitute employee must have a sick leave balance available for use to cover the entire assigned shift.

❖ **Substitute Employee Responsibilities:**

- Report absence(s) to the Supervisor\Principal for classified positions. Substitute teachers will need to contact HR Manager to report an absence(s).
Foreseeable (i.e. doctor's appointment): should be reported within ten (10) days of scheduled assignment.
Unforeseeable (i.e. emergency): should be reported as soon as reasonably possible before the required start of the employee's assignment. For teacher assignments, absence must be reported no later than 6:00 a.m. the day of the assignment.
- Verify available sick leave balance through Skyward, Employee Access.
- Complete the Paid Sick Leave Request Form and turn the Original in to the Supervisor\Principal as soon as possible within the processing month.

❖ **Supervisor\Principal Responsibilities:**

- Verify an assignment was scheduled and that the number of hours absent from the assignment is accurate on the Paid Sick Leave Request Form.
- Sign and date the Paid Sick Leave Request Form.
- Turn the form in to Payroll, in a timely manner.

❖ **HR/Payroll Responsibilities:**

- Human Resources Manager will ensure Absence Management is updated when a substitute teacher employee calls in an absence.
- Payroll Manager will verify a required assignment was scheduled, employee's sick leave balance, and pay rate.
- Payroll Manager will post the leave to the time off tab and post pay to a worksheet within the same pay period the completed Paid Sick Leave Request form is received.

See Reverse for Substitute/Non-Regular Employee Sick Leave Notification

Substitute/Non-Regular Employee Sick Leave Notification

Paid Sick Leave (Initiative 1433)

- I-1433 was approved by voters in November, 2016
- Beginning January 2018, mandatory paid sick leave for all employees

Accrual

- Starting January 1, 2018, employees will earn 1 hour of paid sick leave for every 40 hours worked
- Employees are allowed to carryover up to a maximum of 40 hours of unused, accrued sick leave from year to year
- 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 an employee leaves Granite Falls and is rehired within 12 months of separation, unused accrued sick leave up to 40 hours will be reinstated to the employee's sick leave balance
- Substitute/Non-Regular Employee Leave Year is defined as September 1- August 31
- Employees will monitor their own balance and use in Employee Access (same place you view your paycheck)

Uses of Paid Sick leave

- An employee's mental or physical illness, injury or health condition
- Preventative care such as medical, dental or optical appointments and/or treatments
- Care of a family member with an illness, injury, health condition or for preventative care
- Closure of an employee's work location or child's school or place of care by order of a public official for any health-related reason
- If an 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*
- 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.

See Reverse for Process/Procedures to request and use paid sick leave

Implementation Procedures

Substitute/Non-Regular Employee Paid Sick Leave

GENERAL CONDITIONS

1. Sick leave will begin to accrue at the start of the Substitute/Non-Regular Employee's employment with the District. For Substitute/Non-Regular Employees employed by the District as of December 31, 2017, sick leave will begin to accrue on January 1, 2018.
2. New Substitute/Non-Regular Employees will be provided with an Employee Sick Leave Notification form 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. Annual notification will be provided at the start of the new year.
3. The District will use Employee Access in Skyward to notify substitutes of their accrued sick leave hours, sick leave hours used, and current sick leave hours available for use.

SUBSTITUTE/NON-REGULAR EMPLOYEES REQUIREMENTS/RESPONSIBILITIES

1. Substitute/Non-Regular Employees must be scheduled for an assignment of five (5) or more consecutive days (* See below for exceptions) to be eligible to request and use paid sick leave.
2. Substitute/Non-Regular Employee must have a sick leave balance available for use. Available sick leave balances should be verified through Employee Access in Skyward.
3. Increment use of sick leave will be the same as Regular Employees in position filling assignment.
4. Substitute/Non-Regular Employees who are absent for an authorized use and want to access their sick leave, will notify the Supervisor\Principal and call the Substitute Secretary.
5. If the absence is foreseeable (e.g. doctor's appointment) and the substitute will not be able to fulfill the assignment, the substitute must report the absence within ten (10) calendar days of the scheduled assignment.
6. If the absence is unforeseeable (e. g. illness day of assignment) and the Substitute/Non-Regular Employee will not be able to fulfill the assignment, they will report the absence as soon as reasonably possible before the required start of the assignment.
7. The Substitute/Non-Regular Employee will complete the Paid Sick Leave Request Form and turn the original into their Supervisor\Principal as soon as possible within the payroll processing month (no later than the 15th of the following month).