

## PERSONNEL

### **Sick Leave for Nonexempt Employees Procedures**

Policy 5320 and this Procedure 5320P apply solely to those non-exempt employees who are not covered by board policy 5323, or who are not afforded paid sick leave under a collective bargaining agreement or other employee agreement will be provided paid sick leave in accordance with state law RCW 49.46.200 and RCW 49.46.210 and RCW 296-128-600 through 770 as summarized below. District employees who receive different sick leave benefits and are not covered by Policy 5320 and this procedure are called “regular contracted employees” below.

### **Authorized Uses**

Paid sick leave may be used for the following purposes:

- The employee’s mental or physical illness, injury or health condition, including medical diagnosis, care or treatment, or the employee’s need for preventive medical care;
- To allow the employee to care for a family member with a mental or physical illness, injury or health condition, including medical diagnosis, care, or treatment, or to care for a family member who needs preventive medical care;
- Closure by order of a public official for any health-related reason of the employee’s work location or the employee’s child’s school/place of care; or
- If the employee is entitled to domestic violence leave in accordance with Chapter 49.76 RCW.

Family member is defined as a child (including biological, adopted, foster, step, in loco parentis, de facto, or legal guardian), parent (including biological, adoptive, de facto, or foster parent, stepparent or legal guardian of an employee or the employee’s spouse or registered domestic partner), spouse, registered domestic partner, grandparent, grandchild, or sibling.

Beginning on the 90<sup>th</sup> calendar day after commencement of the employee’s employment with the district, sick leave can be used when an employee needs to be absent for any of the above reasons. Classified employees are allowed to use paid sick leave in increments of 15 minutes, and certificated substitutes are allowed to use paid sick leave in either full or half day increments. 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, and information about retaliation.

Effective January 1, 2018, employees will accrue sick leave at a rate of one (1) hour for every 40 hours worked. At the end of the sick leave accrual year (September 1- August 31) 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 covered by Policy 5320 and this procedure 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 employment with the district 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. Unused sick leave accrued under this policy will remain credited to the employee if the employee is hired into a regular contracted position within the district. Also, if an employee in a regular contracted position ends such employment and is hired into a different position covered by these procedures, any unused sick leave accrued by the employee in the previous position will remain available for use.

### **Notification**

Employees will be notified of their accrued sick leave hours, sick leave hours used, and current sick leave hours available for use through Skyward Employee Access.

### **Prohibition of Retaliation**

There will be no retaliation against an employee for lawful exercise of his/her paid sick leave rights. If an employee believes he/she believes is being retaliated against for such use, the employee should report the concern to the Human Resources Director.

Adopted:                 June 27, 2018