

PAID SICK LEAVE FOR NON-EXEMPT EMPLOYEE'S

Per Chapter 49.46 RCW – Minimum Wage Act employers must provide paid sick leave to Non-exempt Employees (Non-contracted Employees consist of certificated & classified substitutes including long term subs, student workers, on call employee's, etc.).

Guidelines for the accrual and use of sick leave for Non-exempt Employees are as follows;

A. Employee Leave Request

1. Leave slips can be found at the District Office or on the District's website at www.ephrataschools.org under Employment Tab. Scroll down to locate Non-Contracted Employee Absence / Sick Leave Form.
2. Login credentials will be assigned to you upon hire if needed.
3. Employees must complete the Ephrata School District leave slip form and return to the District Office within 5 working days of the sick leave absence.

B. Increments of Use for Paid Sick Leave

1. Employees are allowed to use paid sick leave in increments of 15 minutes.

C. Authorized Use of Paid Sick Leave

1. Accrued, unused sick leave may be used for the following reasons:
 - Illness or injury including dental, of an employee or family members which prevents him/her from work and/or might endanger the health of students.
 - Contagious or infectious sickness in the immediate family residing under the same roof, which might endanger the health of students.
 - In the event the employee's workplace or children's school or place of care has been closed by a public official for any health related reason.
 - For absences that qualify for leave under the Domestic Violence Leave Act.
2. Family members are
 - A child including biological, adopted, or foster child, stepchild or a child whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status.
 - A parent including biological, adoptive, foster parent, stepparent or legal guardian or spouse or registered domestic partner or a person who stood in loco parentis when the employee was a minor child.
 - A grandparent, grandchild or sibling.

D. Rate of Pay When Using Paid Sick Leave

1. Paid sick leave hours will be compensated at an employee's regular rate of pay excluding overtime rates, where applicable.
2. Employee's working multiple positions will be paid at a blended rate of pay.
3. Paid sick leave hours will not count toward the calculation of overtime.

E. Payroll

1. Employees will be notified of their paid sick leave balances each month via Employee Access including:
 - Accrued paid sick leave balances.
 - Used paid sick leave balances.
 - Current balance of paid sick leave available for use.

F. Eligibility to Use Accrued Paid Sick Leave

1. Employees are eligible to use accrued paid sick leave 90 days after starting their employment.
2. Staff accepting a position in advance of a direct call from the District and then must cancel due to any of the reasons stated under Section C, Authorized Use of Paid Sick Leave is entitled to use their accrued paid sick leave.
3. Non-Contracted Employee's receiving a call requesting them to work a position for the day and said employee declines the work **will not** receive paid sick leave for that day.

G. Accrual of Paid Sick Leave

1. Paid sick leave for Non-Contracted Employees will be accrued the last working day of each month of employment effective January 1, 2018.
2. The District will provide a copy of this procedure as the *Employee Paid Sick Leave Notification* at the start of employment.
3. Effective January 1, 2018, employees accrue paid sick leave at a rate of one (1) hour for every 40 hours worked.

H. Paid Sick Leave Accrual Year

1. Accrual year will be the District's fiscal year, September 1st through August 31st.

I. Carryover of Paid Sick Leave Hours

1. In August of each year, unused paid sick leave balances of 40 hours or less will be carried over to September of the next fiscal year.

J. Separation

1. If an employee separates from employment, there will **not** be a financial or other reimbursement to the employee for accrued, unused paid sick leave.
2. Unused sick leave balances for Non-exempt Employees will not be transferred to another District, unless said employee is placed in a permanent position with another District.
3. The District will not accept the transfer of unused sick leave balances for Non-exempt Employees from another District, unless said employee is placed in a permanent position.

K. Reinstatement of Employment

1. A rehire within 12 months of separation, any accrued, unused sick leave will be reinstated to the employee's paid sick leave balance.
2. If an employee is rehired within 12 months of separation, the employee will not be required to wait another 90 days to use the accrued paid sick leave, providing the employee met that requirement during the previous period of employment.

3. If an employee did not meet the 90 day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked will count toward the 90 days for the purposes of determining the employee's eligibility to use paid sick leave.

L. Retaliation

1. Retaliation against a nonexempt staff member for lawful exercise of paid sick leave rights is prohibited.