

I. Paid Sick Leave for Certificated and Classified Staff Members

The district will grant each certificated and classified staff member of the district sick leave days annually in accordance with RCW 28A.400.300 and applicable collective bargaining agreements. Persons employed by the school district as part-time employees shall receive proration of 12 days based on the number of hours worked per day. An employee must work or be in a paid status for a minimum of ten (10) days within a calendar month in order to earn sick leave. Sick leave does not accrue during unpaid leaves of absence.

Unused sick leave days may be accumulated from year-to-year up to a maximum of one hundred eighty days for the purposes of RCW 28A.400.210 and 28A.400.220, and for leave purposes up to a maximum of the number of contract days agreed to in a given contract, but not greater than one year.

The district may require a signed statement from a healthcare provider for any absence in excess of five consecutive days. Pursuant to WAC 296-128-660, if the district requires such verification from a nonexempt staff member and the staff member believes obtaining verification would result in an unreasonable burden or expense, the staff member may contact their supervisor orally or in writing. Verification must be provided to the district within 10 calendar days of the first day a nonexempt staff member used paid sick leave to care for themselves or a family member.

If sick leave benefits are exhausted, the Board may grant leave without pay for the balance of the year upon the recommendation of the Superintendent/designee.

II. Attendance Incentive Program for Certificated and Classified Staff Members

In January of the year following any year in which a minimum of 60 days of sick leave is accrued, and each January thereafter, any eligible staff member may exercise an option either:

- A. To receive remuneration for unused sick leave accumulated in the previous year in an amount equal to one day's monetary compensation of the staff member for each four full days of accrued sick leave in excess of 60 days; or
- B. To add that year's sick leave to the staff member's accumulated sick leave.

All such leave for which the staff member receives compensation will be deducted from accumulated sick leave at the rate of four days for every one day's monetary compensation.

A staff member may cash-out all accrued sick leave at the above rate at the time of an eligible separation from employment as set forth in RCW 28A.400.210 and Chapter 392-136 WAC.

Any such election shall be made by written notice to the Payroll Department during the month of January. Any such annual conversion of accumulated sick leave shall be subject to the terms and limitations of applicable state regulations.

An employee who separates from employment with the district and is (a) at least age fifty-five (55), has ten years of service in the retirement system and is a member of either the teachers' or school employees' retirement system plan 3 or who is (b) at least age fifty-five (55), has at least fifteen years of service in a retirement system and is a member of either the teachers' or school employees' retirement system plan 2 may convert all eligible accumulated unused sick leave days to monetary compensation at the rate of 25 percent of the employee's fulltime daily rate of compensation at the time of separation. Any such conversion of sick leave upon separation of employment shall be subject to the terms and limitations of applicable state regulations.

The administrator of the estate of a deceased staff member may also cash-out all accumulated sick leave at the rate of one day's monetary compensation for every four days of leave. A certified copy of the death certificate and proper documentation of court appointment as administrator of the estate must be submitted to the district office.

III. Additional Paid Sick Leave Provisions

A. Nonexempt Staff Members

Nonexempt staff members are covered by the sick leave provisions of RCW 28A.400.300 and are also covered by the sick leave provisions of RCW 49.46.210 and Chapter 296-128 WAC beginning January 1, 2018.

In general, the sick leave benefits provided under RCW 28A.400.300 are more generous than those required by RCW 49.46.210 and Chapter 296-128 WAC. Below, however, are some of the rights that nonexempt staff members are entitled to under RCW 49.46.210 and Chapter 296-128 WAC:

1. Nonexempt staff members must accrue at least one hour of paid sick leave for every forty hours worked.
2. Nonexempt staff members are entitled to use their accrued paid sick leave beginning on the ninetieth calendar day after the commencement of their employment.
3. Nonexempt staff members may use paid sick leave to care for themselves or their family members, when the staff members' workplace or children's school or place of care has been closed by a public official for any health-related reason, or for absences that qualify for leave under the Domestic Violence Leave Act.
4. Nonexempt staff members must be permitted to carry over at least forty hours of paid sick leave.
5. Retaliation against a nonexempt staff member for lawful exercise of paid sick leave rights is prohibited.

Family member is defined as a child (including biological, adopted, foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status); a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; a spouse; a registered domestic partner; a grandparent; a grandchild; or a sibling.

B. Reasonable Notice for the Use of Paid Sick Leave

Employees must notify their supervisor of pending absences at the earliest possible time in order that arrangements can be made for reassignment of duties. Any information provided will be kept confidential. Notice of pending return must also be given as early as possible to prevent unnecessary duplication of cost and service, should such service be provided.

Employees shall be allowed paid leave up to the amount accumulated under one of the following conditions:

1. Illness

Sick leave will be available for utilization as needed provided, however, that in the instance of an extended absence beyond five (5) consecutive, scheduled work days, the employee will provide medical verification of the illness and fitness to return to work as may be required. If the district has just cause, and with prior notification, the district may request a medical verification prior to an absence of five (5) consecutive workdays. Failure to submit such verification may result in disciplinary action.

2. Routine medical treatment including dental services as agreed to by the supervisor and employee.

3. Injury

Injuries occasioned off the job will be treated as illness for the purpose of this policy. Employees injured on the job will have the option to choose whether to use sick leave or vacation leave and/or benefits provided by Industrial Insurance.

4. Planned Surgeries

Planned surgeries or anticipated disablements which will necessitate the use of sick leave are to be reported by the employee to their immediate supervisor at a reasonable time before the leave is required to be taken. Physical disablement caused by childbirth and recovery shall be considered a form of illness for the purpose of this leave, provided that verification of the employee's physical disablement is certified by a physician in the event of an absence of more than five (5) consecutive scheduled days as is required above. An employee requesting childbirth and/or parental leave shall give written notice to the district at least two (2) weeks prior to the commencement of said leave. The written request for childbirth and/or parental leave should include a statement as to the expected date of return to employment. Within thirty (30) days after childbirth, the employee shall inform the employer of the specific day when the employee will return to work. The employee's leave will be processed

following the guidelines of the Family Medical Leave Act. Vacation and sick leave shall not accrue during absences extending beyond accumulated leave.

5. Emergencies

In the event of an illness in the immediate family of an employee accumulated sick leave may be utilized on an emergency basis. Requests for emergency leave to care for a family member will be processed following the guidelines of the Family Medical Leave Act.

6. Paternity

In the event of the birth of a child of a spouse or adoption, five (5) days of sick leave with full pay will be allowed. Verification by a physician is required.

Legal References:	RCW 49.46.200 RCW 49.46.210 WAC 296-128 RCW 28A.400.210 RCW 28A.400.300 WAC 392-136	Paid sick leave Paid sick leave – Authorized purposes – Limitations – “Family Member” defined Minimum Wages Employee attendance incentive program – Renumeration or benefit plan for unused sick leave Hiring and Discharging Employees – Written leave policies - Seniority and Leave Benefits, of employees transferring between school districts and other educational employers Finance – Conversion of Accumulated Sick Leave
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