



Policy HR 12.14 Sick Leave

Adopted by the Library Board of Trustees: 01/24/2013
Revised: 03/22/2018

Sick Leave Accrual.

All full-time employees, including those on probation, shall accrue seven and one-half (7.5) hours of sick leave per month without limitation. Regular part-time employees, including those on probation, shall accrue sick leave at a rate that is pro-rated according to the number of hours the employee is budgeted to work per week, without limitation.

Non-regular part-time employees, on-call employees, and temporary employees, shall accrue sick leave at a rate of one (1) hour of sick leave per every forty (40) hours worked, but may not carry over more than forty (40) hours of sick leave from one calendar year to the next.

Use.

Sick leave shall be paid at the employee's regular base hourly rate of pay.

Probationary employees are eligible to use accrued sick leave during the probationary period, after they have been on the payroll for thirty (30) days.

Employees may use paid sick leave to care for themselves or family members. Qualifying events and relationships are defined below.

Sick Leave Definition and Use. Sick leave is defined as a specified period of time that an eligible employee must be absent from work due to a personal illness, accident or disability, or illness, accident or disability on the part of a member of the employee's immediate family, as defined below.

Section 3. Qualifying Events. Accrued sick leave may be used for the following events:

- A. Bona-fide illness or injury which incapacitates the employee from performing normal duties; or,
- B. Incapacity due to pregnancy and recovery from pregnancy; or,
- C. Medical or dental care of the employee provided that the employee must make a good faith effort to schedule appointments to minimize or avoid interference with work;
- D. Any health condition affecting an employee's child under the age of eighteen (18) years which requires treatment or supervision including:
 1. Medical conditions requiring medication which cannot be self-administered;
 2. Medical or mental health conditions which would endanger the child's safety or recovery without the presence of a parent or guardian;

3. Any condition warranting preventive health care such as physical, dental, optical, or immunization services when a parent must be present to authorize;
- E. Any circumstance which constitutes a use of sick leave due to a condition for which the Family and Medical Leave Act (FMLA) protections apply, regardless of whether the employee has been certified for FMLA leave related to the condition.
- F. Bona-fide illness or injury of immediate family members including an employee's spouse, domestic partner, parent, child, father-in-law, mother-in-law, brother, sister, grandparent, grandchild, son-in-law, daughter-in-law, and individuals for whom the employee is the current legal guardian. Employer may limit sick leave use for family members not included in FMLA protections to five (5) consecutive days. Employer may require medical confirmation that the employee's assistance is required to assist the family member with a medical condition.
- G. When the employees' workplace or their child's school or place of care has been closed by a public official for any health-related reason.
- H. Any other circumstances which would constitute a permissible use of sick leave for the employee, under Washington State Initiative 1433.

I. Notification

An employee who is unable to report to work on time is responsible for notifying his/her immediate supervisor, preferably by phone, as soon he/she realizes he/she not be able to report to work. Except in extreme emergency, the notice shall be at least 15 minutes before the start of the employee's scheduled work shift, and earlier if possible. In many cases public service can be adversely impacted by an employee's unscheduled absence. Therefore some supervisors may establish additional reporting requirements for employees calling in sick. Employees are expected to follow any additional reporting requirements for his/her particular work group.

If an employee is absent from work for more than one day due to sickness or other qualifying event, the employee is expected to make contact with his/her supervisor each day of the absence unless other arrangements are made to the satisfaction of the supervisor.

2. Verification and documentation from medical provider

An employee who is absent from work for five (5) or more consecutive scheduled work days is required to provide a completed and signed NOLS Return to Work Authorization form from a medical provider that releases the employee to return to work. The employer may request verification when sick leave is taken to care for a family member; such verification shall not put an unreasonable burden or expense on the employee. An employee who is absent from work for more than five (5) consecutive scheduled work days without medical authorization may be subject to disciplinary action up to and including termination.

3. Administration

The Library Director or designee is responsible for administering this policy.