

Issue Date: December 14, 2017
Issued By: Eron Berg, City Supervisor
Approved By: City Council
Effective: January 1, 2018

POLICY ___ SICK LEAVE

The City provides all employees (whether full-time, part-time or temporary) with paid sick leave as required by law, applicable collective bargaining agreements, and this policy.

ACCRUAL

Exempt full-time employees¹ accrue eight (8) hours of City Sick Leave (CSL) per month of employment. Exempt part-time employees do not accrue any sick leave.

Effective January 1, 2018, all nonexempt City employees, including temporary and part-time employees, will accrue one hour of Washington State Sick Leave (WSSL) for every 40 hours worked. Hours worked means actual working time and does not include paid and unpaid leave. Accrual of WSSL begins on an employee's first day of work, however, WSSL may not be used until the individual has been employed for ninety (90) calendar days. Nonexempt regular full-time City employees will accrue an additional amount of City Sick Leave (CSL) that brings their total monthly accrual to at least eight (8) hours. For example, if a nonexempt regular full-time employee works 160 hours in a month and receives 4 hours of WSSL, that employee will also receive 4 hours of CSL.

USE

WSSL and CSL may be used for:

- The employee's own illness, injury or health condition; to accommodate the need for medical diagnosis, care or treatment of a health condition; or preventive medical care.
- The employee's care for a family member with illness, injury or health condition; care for family member who needs medical diagnosis, care or treatment; care for family member who needs preventive medical care. Family members include an employee's child (whether biological, adoptive, foster, step-child, or child for whom employee stands in loco parentis, is a legal guardian for, or is a de facto parent and regardless of age or dependency status); parent (whether biological, adoptive, de facto, step-parent, legal guardian or person who stood in loco parentis to employee when employee was a child); spouse or registered domestic partner; grandparent; grandchild; or sibling.
- An absence due to closure of the City by order of public official for any health-related reason, or where employee's child's school or day care is closed for such a reason.

¹ City Supervisor, IT Director, Planning Director, Finance Director, Police Chief, Fire Chief, Assistant Fire Chiefs, Public Works Director, City Engineer, Court Clerk, Librarian, Engineering Technician/Project Inspector, and other exempt positions.

- Absences covered by the Domestic Violence/Sexual Assault/Stalking leave law.

NOTICE OF LEAVE AND VERIFICATION

Where the need for WSSL or CSL use is foreseeable, employees should submit written notice of the need for leave to their supervisor at least 10 days in advance of the leave date(s); for unforeseeable leave, employees must contact their supervisor as soon as the need for leave becomes known. The City may require documentation regarding the use of CSL.

The City may require documentation regarding the use of WSSL when an employee uses WSSL on more than three consecutive days. If requested, documentation of WSSL use need not disclose the nature of the medical condition. If a requirement to provide documentation of WSSL use will result in unreasonable burden or expense to the employee, the employee may advise the City of this concern and the City will evaluate its request in light of the circumstances.

Discrimination or retaliation against an employee for lawful exercise of WSSL rights will not be permitted.

CARRYOVER

WSSL will be used before CSL when an employee is on sick leave. A maximum of 40 hours of WSSL may be carried over from one calendar year to the next. If an employee separates from the City and is rehired within 12 months, any WSSL balance that existed at the time of separation will be reinstated, provided that if the rehire occurs in the following calendar year, reinstatement of the balance will be limited to 40 hours.

CSL may carryover from one calendar year to the next up to a maximum of 1,440 hours, unless otherwise provided in the applicable collective bargaining agreement.