

OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE

SICK LEAVE

5400 P8

Sick Leave Eligibility and Accrual

Full-time and eligible part-time certificated and classified employees will earn sick leave at the rate of one day per month worked not to exceed twelve (12) days per fiscal year. A day of sick leave shall equal average daily scheduled hours. To earn sick leave, an employee must have at least 10 compensated days in the month.

Unused sick leave will accumulate from fiscal year to fiscal year up to a maximum of 180 days for purposes of RCW 28A.310.490 ESD employee incentive program – remuneration or benefit plan for unused sick leave; and WAC 392-136-015 Annual conversion of accumulated sick leave. Accumulated sick leave may be taken at any time during the fiscal year; or up to twelve days per year may be used for the purpose of payments for unused sick leave (refer to Employee Attendance Incentive Program section in this procedure)

On-call hourly and substitute employees shall earn one hour of sick leave for every 40 hours worked which may be used for eligible reasons beginning on the ninetieth (90) calendar day after the commencement of employment. Unused sick leave for on-call hourly and substitute employees carries over from fiscal year to fiscal year up to a maximum of forty (40) hours.

Sick leave is earned monthly on the last working day of the month.

Use of Sick Leave

Sick leave shall be granted for the employee's personal illness, injury, disability, or to care for a child, spouse, domestic partner, parent, parent-in-law, or grandparent of the employee who has a health condition that requires treatment or supervision.

Employees are authorized to use paid sick leave for the following reasons:

1. An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;
2. To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care; and
3. when an employee's child's school or place of care has been closed by a public official for any health-related reason.

Sick leave may be accessed in fifteen (15) minute or longer increments.

Sick leave is front-loaded. An employee may take paid sick leave before it has been earned. However, if the employee does not return to work or does not earn all of the leave taken, he/she will be responsible to repay the OESD for paid leave taken but not earned.

Sick leave may not be used for annual leave, but annual leave may be used for sick leave.

Process for Using Sick Leave

Employees absent from their assigned duties, including prescheduled appointments and/or procedures, will notify their immediate supervisor at the earliest possible time.

Upon return to duty, the employee will be required to submit the date of absence and type of leave in the Employee Access system.

After five consecutive days of illness or if patterns of use indicate a potential abuse of sick leave, a doctor's certificate may be required verifying that the employee is unable to perform his/her duties, and the expected date of the employee's return to work. When leave requested is for a scheduled health care appointment, the supervisor may deny the timing of the appointment based on the operational needs of the department/program.

When an employee becomes ill or injured while on vacation leave, the supervisor may allow the employee to use accrued sick leave in place of vacation leave.

Employee Attendance Incentive Program – Annual Conversion of Sick Leave

In January of the year following any year in which a minimum of sixty days of leave for illness or injury is accrued, and each January thereafter, any eligible employee may exercise an option to receive remuneration for unused leave for illness or injury earned in the previous year. Monetary compensation for converted hours is paid at a rate equal to one day's monetary compensation of the employee for each four full days of accrued sick leave in excess of sixty (60) days. Once sick leave is converted, the hours will be deducted from the employee's sick leave balance. (WAC 392-136-015 – Annual Conversion of Accumulated Sick Leave)

Conversion of Sick Leave upon Retirement or Death

Upon retirement from the Washington Department of Retirement System or death, an employee's unused sick leave balance, not to exceed 180 days, may be paid out at the rate equal to one day's monetary compensation of the employee for each four full days of accrued sick leave.

Depending on the OESD annual employee vote to participate in a post-retirement medical benefit reimbursement plan, retiring employees may be required to apply sick leave conversion funds to such a plan.

Sick Leave Balance Transfer

Accumulated sick leave can be transferred to OESD from another Washington state educational service district, Washington state public school districts, OSPI, the state school for the blind, the Washington state center for childhood deafness and hearing loss, Washington state institutions of higher education, community and technical colleges when such accumulation is certified by that former employer.

Reinstatement of Sick Leave Balance upon Reemployment with OESD

If a previous OESD employee is reemployed within five (5) years of the date of separation from OESD, the previous accumulated sick leave balance shall be reinstated if since separation from OESD the employee did not transfer the OESD sick leave balance to another entity.

REFERENCE:

RCW 28A.310.240 Employee leave Policy required

RCW 28A.310.240 (1) (f) Transfer of Sick leave

RCW 28A.310.490 ESD employee attendance incentive program

RCW 28A.400.300(2) Hiring and Discharging of employees – Written leave policies – Seniority and leave benefits, of employees transferring between school districts and other educational employers

RCW 49.12.270 Sick leave, time off – Care of family members

RCW 49.46.200 Paid Sick Leave

RCW 49.46.210 Paid sick leave – Authorized purposes – Limitations – “Family member defined

WAC 296-128-690 Reinstatement of Accrued Sick Leave Upon Rehire

WAC 296-130 Family Care

WAC 392-136-015 Annual Conversion of Accumulated Sick Leave

WAC 296-136-020 Conversion of sick leave upon separation from district employment