# Operating Policy No. 5401

**Human Resources**

# SICK LEAVE

Puget Sound Educational Service District (PSESD) supports the health and welfare of its employees and recognizes that, at times, employees may be unable to work due to their personal health needs or that of eligible family members. During such instances, sick leave may be used by eligible employees.

Employees may use accrued sick leave for a qualified reason.

* To care for their own health or the health of eligible family members: spouse/domestic-partner or child (under the age of eighteen years of age or older than eighteen if incapable of self-care because of a mental or physical disability);
* A medical or dental appointment which can be scheduled only during normal working hours;
* For the period preceding and/or following the birth of the employee’s child;
* To care for a parent/parent-in-law, or grandparent/grandparent-in-law of the employee;
* An emergency condition;
* When the employee’s workplace or child’s school or place of care has been closed by a public official for any health-related reason;
* When the employee needs to be absent for reasons under the Domestic Violence Leave Act.

1. **Paid Sick Leave for Regular Certificated and Classified Staff Employees**

Each full-time employee shall accrue sick leave at the rate of eight (8) hours for each calendar month of service, up to a maximum of ninety-six (96) hours per fiscal year. A month of service is any month in which the employee is paid at least ten (10) days. Employees working less than a full year or working part time shall earn pro-rated sick leave credits. Employees may begin using sick leave once it’s accrued and/or transferred, if applicable. Sick leave credits will not be earned or awarded for periods while on lay off or on approved unpaid leave of absence.

Unused sick leave days may be accumulated from year-to-year up to a maximum of one thousand four hundred forty hours (1,440), 180 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.

Unused sick-leave credits remaining in an employee’s account will be restored to such employee’s account on the first work-day of the month following the month the employee returns to employment with PSESD.

A signed statement from a licensed healthcare provider is required for any absence of five or more consecutive days. If sick leave benefits are exhausted, other leave provisions may apply (i.e. shared leave, temporary disability leave, etc.) in accordance with established policies.

1. **Paid Sick Leave for Non-Regular Employees (Hourly, Occasional, On-Call)**

Non-regular employees shall accrue sick leave at the rate of one (1) hour for every forty (40) hours worked. Employees may begin using accrued sick leave on the ninetieth (90th) calendar day after the start of their employment.

Accrued sick leave may be used by eligible non-regular employees on days that they are required to work.

A maximum of forty (40) hours of unused, accrued paid sick leave may be carried over to the next fiscal-year.

Unused sick-leave credits remaining in an employee’s account will be restored to such employee’s account on the first work-day of the month following the month the employee returns to employment with PSESD if within 12 months of departure.

A signed statement from a licensed healthcare provider is required for any absence of five or more consecutive days.

Adopted: November 1977  
Revised: September 1980

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Relevant PSESD Board Governance Policies: EL 4 Treatment of Staff

Cross References: Operating Policy No. 5400 Personnel Leaves

Operating Policy No. 5406 Leave Sharing

Legal References: RCW 28A.310.490 ESD employee attendance incentive program Remuneration or benefit plan for unused sick leave.

RCW 28A.400.210 Employee attendance incentive program — Remuneration or benefit plan for unused sick leave

RCW 28A.400.300 Hiring and discharging of employees — Written leave policies — Seniority and leave benefits, of employees transferring between school districts and other educational employers

RCW 49.46.200 Paid sick leave

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

RCW 49.76 Domestic Violence Leave

Chapter 296-128 WAC Minimum Wages

Chapter 392-136 WAC Finance — Conversion of Accumulated Sick Leave

AGO 1964 No.98 Sick leave for certificated and noncertificated employees

AGO 1980 No.22 Limitation on compensated leave for school district employees