

## **Sick Leave**

This procedure applies only to employees covered by RCW 49.46.210.

### **Frontloaded Paid Sick Leave**

The district will provide employees with a notification of frontloaded sick leave. The notification will provide details of the amount of paid sick leave that will be placed into the employee's sick leave bank at the start of the school year or at the start of their employment. It will include the calculations used to determine the frontloaded hours, the paid sick leave accrual year, and an employee's eligibility details. Unused frontloaded paid sick leave balances of forty hours or less will carry over to the following year.

The district will provide written or electronic notice for each paid sick leave frontloading period, providing the amount of paid sick leave frontloaded, the calculation used to determine the amount of paid sick leave, and any adjustments based on additional accrued hours.

If an employee's frontloaded paid sick leave is less than the amount they are entitled to accrue, the district will make any additional amounts of paid sick leave available for the employee's use no later than thirty days after the discrepancy is identified.

If an employee uses more paid sick leave than they would have otherwise accrued absent frontloading, the district will not seek reimbursement from the employee for such paid sick leave during ongoing employment. Any deductions from wages must be made in compliance with WAC 296-128-730(5).

### **Reasonable Notice for the Use of Paid Sick Leave**

Employees must provide reasonable written notice of an absence from work for the use of paid sick leave. If an employee's absence is foreseeable, the employee must notify their supervisor at least ten days, or as early as practicable, before the first day of paid sick leave is used. If possible, the notification must include the expected duration of the absence.

If an employee's absence is unforeseeable, the employee must contact their supervisor as soon as possible before the required start of their shift. If circumstances allow, employees should provide notice as soon as the employee learns of the need for paid sick leave. If possible, the notification should include the expected duration of the absence.

### **Notice to Take Leave under the Domestic Violence Leave Act**

Employees must give advance oral or written notice as soon as possible for the foreseeable use of paid sick leave under the Domestic Violence Leave Act.

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If an employee is unable to give advance notice because of an emergent or unforeseen circumstance related to taking leave under the Domestic Violence Leave Act, the employee or their designee must give oral or written notice to their supervisor no later than the end of the first day that the employee takes leave.

### **Verification**

If an employee has used paid sick leave for more than five consecutive days, the employee must provide verification that establishes or confirms that the use of paid sick leave is for an authorized purpose.

#### *Verification for Taking Leave to Care for Yourself or a Family Member*

When taking leave for reasons under RCW 49.46.210(1)(b)(i) or (ii), employees must provide a doctor's note or a signed statement from a health care provider indicating that the use of paid sick leave is to care for themselves or a family member for an authorized purpose.

Verification must be provided to the district within ten calendar days of the first day employees used paid sick leave to care for themselves or a family member.

Employees are not required to provide details concerning the specific nature of the health condition to use paid sick leave—unless otherwise required by law. Any information employees provide will be kept confidential.

#### *Verification for Taking Leave because of Schools or Places of Child Care Closing*

When taking leave for reasons under RCW 49.46.210(1)(b)(iii), the employee must provide the notice of closure from the public official.

Verification must be provided to the district within ten calendar days of the first day an employee used paid sick leave for this purpose.

#### *Verification for Taking Leave to Participate in a Qualifying Immigration Proceeding*

When taking leave for reasons under RCW 49.46.210(1)(b)(iv), the employee must provide at least one of the types of documentation described in WAC 296-128-660(6)(a)-(b).

Verification must be provided to the district within ten calendar days of the first day an employee used paid sick leave for this purpose.

#### *Verification for Taking Leave under the Domestic Violence Leave Act*

When taking leave under the Domestic Violence Leave Act, the employee must provide any one or more of the forms of verification described in WAC 296-135-070 depending on the specific reason for the leave.

Verification must be provided within a reasonable period during or after the leave.

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Unreasonable Burden

If an employee believes that obtaining verification for use of paid sick leave would result in an unreasonable burden or expense on the employee, the employee must explain to their supervisor that the absence is for an authorized purpose and explain why verification would result in an unreasonable burden or expense on the employee.

Within ten calendar days of receiving the employee's explanation, the employee's supervisor will make a reasonable effort to identify alternatives for the employee to meet the verification requirement in a way that does not result in an unreasonable burden or expense. This might include accepting the employee's written explanation as a form of verification or mitigating the employee's out-of-pocket expenses associated with obtaining medical verification.

The district may choose not to pay an employee paid sick leave taken in excess of three consecutive days until verification is provided.

If agreement cannot be reached after the employee's supervisor considers the employee's explanation and attempts to identify alternatives to meet the verification requirement, the employee may consult with the Washington State Department of Labor and Industries.

**Sick Leave Cash-out at Retirement**

1. Employees must provide a statement to Human Resources that they are retiring.
2. Human Resources will create PAF designating retirement and provide to Payroll.
3. If eligible (age and service credits), sick leave will be cashed out upon retirement based on annual vote.
4. If employee is ineligible to draw retirement at time of separation, sick leave will not be cashed out.
5. If employee is on leave of absence and then retires without returning, sick leave will only be cashed out if the employee was eligible (age and service credits) at the time the leave began.