

Human Resource Services
College Policy/Procedures

Sick Leave Policy and Procedures for Hourly Employees

Policy

Sick leave is available for hourly employees to care for their health and the health of their family members. Hourly employees will accrue 1 hour of sick leave for every 40 hours worked.

Sick Leave Accrual and Availability

Accrual

- Employees accrue one hour of sick leave for every 40 hours worked.
- Employees are not entitled to accrue paid sick leave for hours paid while not working or while using paid sick leave.

Availability

Sick leave accruals for the prior calendar month will be credited and available for employee use the first of the next calendar month.

Authorized Uses of Sick Leave

Care of the employee or the employee's family member

Employees may use their accrued, unused sick leave hours to care for themselves or a family member (definition below) for:

- Mental or physical illnesses, injuries, or health conditions;
- The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or
- The need for preventive medical care.

Closure of the college or the employee's child's school or place of care

- Employees may use their accrued, unused sick leave when the college has been closed by order of a public official for any health-related reason; or

- When an employee's child's school or place of care has been closed by order of a public official for any health-related reason.

Domestic violence, sexual assault, or stalking

An hourly employee may use sick leave for:

- Assistance with legal or law enforcement remedies to ensure the health and safety of employee's and their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking
- Treatment from a medical provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking
- Attending health care treatment for a victim who is the employee's family member
- Obtaining, or assisting the employee's family member(s) in obtaining services from:
 - Domestic violence shelter
 - Rape crisis center
 - Social services program for relief from domestic violence, sexual assault, or stalking
- To obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking
- Participating, for the employee or for the employee's family member(s), in:
 - Safety planning
 - Temporary or permanent relocation
 - Other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking

Definition of Family Member

An employee's family member is defined as a:

- child
 - Including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status
- parent;
 - Including a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child

- spouse;
- registered domestic partner;
- grandparent;
- grandchild; or
- sibling.

Separation and Reinstatement

Separation from Employment

If an hourly employee separates from employment, sick leave is not cashed out.

Reinstatement of Employment

If an employee leaves employment and is rehired within 12 months of separation, any accrued, unused sick leave will be reinstated to the employee's sick leave balance.

Retaliation Prohibited by Law

- Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not allowed. The college does not discriminate or retaliate against an employee for the lawful exercise of Minimum Wage Act rights.
- If an employee feels they are being discriminated or retaliated against for the exercise of their Minimum Wage Act rights, the employee may contact Joan Hanten, Interim Executive Director of Human Resource Services; jhanten@olympic.edu.

Procedures

Using Sick Leave

Notification to Use Sick Leave

An employee must promptly notify their supervisor on the first day of sick leave and each day thereafter.

Verification for an Unreasonable Burden or Expense

The College may request medical verification for an absence that exceeds 3 days or where the college may suspect sick leave abuse.



Increments of Use for Sick Leave

Employees may use sick leave in increments of .25 (15 minutes) hour.

Submitting Sick Leave

Hourly employees will request use of sick leave on their hourly PTLR timesheet. Hourly employees are not eligible to donate to, or access shared leave.

Hour Limitations Still Apply

Hourly employees must work 75 hours or less per month. The 75 hour limit includes any paid sick leave time submitted for that month.

Contact Information for Questions about this Policy

Employees with questions about this sick leave policy may contact Human Resource Services, hrs@olympic.edu, 360-475-7300.