

300 PERSONNEL, continued

309 Sick Leave

The Board of Directors will provide for all employees a minimum annual allowance for pay on account of sickness as provided by law.

300 PERSONNEL, continued

309 Sick Leave, continued

R309.1 Definitions

- 1) "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is (a) under eighteen years of age; or (b) eighteen years of age or older and incapable of self-care because of a mental or physical disability.
- 2) "Grandparent" means a parent of a parent of an employee.
- 3) "Parent" means a biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.
- 4) "Parent-in-law" means a parent of the spouse of an employee.
- 5) "Sick leave or other paid time off" means time allowed under the terms of ESD 112 policy and administrative regulations for illness or vacation.
- 6) "Health condition that requires treatment or supervision" includes:
 - (a) any medical condition requiring treatment or medication that the child cannot self-administer;
 - (b) any medical or mental health condition that would endanger the child's safety or recovery without the presence of a parent or guardian; or
 - (c) any condition warranting treatment or preventive health care such as physical, dental, optical or immunization services, when a parent must be present to authorize and when sick leave may otherwise be used for the employee's preventive health care.
- 7) "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment by or under the supervision of a health care provider or a provider of health care services and which includes any period of incapacity (i.e. inability to work, attend school, or perform other regular daily activities).
- 8) "Emergency condition" means a health condition that is a sudden, generally unexpected occurrence or set of circumstances related to one's health demanding immediate action, and is typically very short term in nature.

300 PERSONNEL, continued

309 Sick Leave, continued

R309.2 General Provisions

R309.2a Each full-time employee shall be allowed credit for twelve (12) days sick leave each fiscal year, during which time payment will be made for absences due to illness, injury and/or emergencies as follows:

- 1) employee illness;
- 2) noncompensable injury of employee;
- 3) employee disability due to pregnancy or childbirth;
- 4) employee appointments for illness, preventive health care, mental health, or Employee Assistance Program
- 5) to care for:
 - (a) a child of the employee with a health condition that requires treatment or supervision as defined in R309.1(6); or
 - (b) a spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency condition.
- 6) emergencies (situations that are unforeseen other than those listed above) not to exceed two (2) days per fiscal year.

R309.2b An employee may not take leave before it has been earned.

R309.2c An employee will have the choice of using paid sick or paid vacation leave under the terms of this policy.

R309.2d Sick leave may not be used for or to extend vacation or holidays.

300 PERSONNEL, continued

- 309 Sick Leave, continued
- R309.2 General Provisions, continued
- R309.2e Employees working less than full-time shall be allowed sick leave prorated on the basis of hours and months worked.
- R309.2f Sick leave not taken shall accumulate from fiscal year to fiscal year up to a maximum of the number of contract days agreed to in a given contract for certificated employees and up to 260 days for noncertificated employees. RCW 28A.310.240(1)
- R309.2f1 Sick leave accumulated during employment with the ESD before July 23, 1989, and sick leave transferred before July 23, 1989, is declared valid and shall be added to sick leave accumulated after July 23, 1989. RCW 28A.310.240(3)
- R309.2g Employees entering the employ of this ESD directly from another Washington school district, the office of the Washington Superintendent of Public Instruction, or another Washington educational service district, are entitled to transfer such sick leave benefits as the employee may have accumulated in that former employment when such accumulation is certified by that former employer. RCW 28A. 310.240(1)

300 PERSONNEL, continued

- 309 Sick Leave, continued
- R309.2 General Provisions, continued
- R309.2h As provided in RCW 28A.310.240(1), this ESD shall restore credit for sick leave, which was not used at termination to any former employee who is reemployed by the ESD.
- R309.2i Employees, upon finding it necessary to be absent from their assigned duties for any reason, will notify their immediate supervisor at the earliest possible time prior to the time at which they normally report to work stating the reason therefore. Upon return to duty, the employee will be required to report date of absence and type of leave on a monthly payroll/absence record.
- R309.2j After five (5) consecutive working days of personal illness or injury, the Superintendent or his/her designee will request a licensed physician's certificate.

300 PERSONNEL, continued

309 Sick Leave, continued

R309.3 Sick Leave Accrual (Effective September 2003)

R309.3a Sick leave will be granted and accrued on a monthly basis on the last working day of the month.

R309.3b New employees will be granted sick leave on the first month of employment.