

*Sick Leave* (Washington Minimum Leave Act - Paid Sick Leave; Seattle's Paid Sick & Safe Ordinance; Tacoma Paid Sick Leave Ordinance)

HR 84. The parish provides sick leave pay to employees when they are absent from work for themselves or their family member (spouse, son/daughter, parent, parent-in-law, son/daughter-in-law, grandparent, grandchild, or sibling) due to:

- 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

In addition, sick leave may be used in accord with the domestic violence leave laws. Sick leave may be used when there is a qualifying public official closure of the workplace, or similar closure of their child's school or place of care for any health related reason. Sick leave may also be used for, qualifying Family Medical Leave, inclement weather, and for approved extended bereavement, all subject to the following provisions:

- 84a. *Time-off benefits eligible* employees (employees working 20 or more hours per week): accrue one hour of sick leave for each 21.667 hours worked or scheduled.
- 84b. Employees working less than 20 hours per week accrue at a rate of one hour of sick for every 30 hours worked.
- 84c. Exempt employees' scheduled hours will be used to calculate sick leave accruals.
- 84d. Sick leave may be taken by an employee as soon as it is accrued.
- 84e. If an employee's sick leave is exhausted, he/she will be required to use all but one week of available vacation leave (if the employee is eligible for vacation). Once all available paid leave has been exhausted, the remainder of the time of will be unpaid.
- 84f. Sick leave continues to accrue during the paid portion of sick and vacation leave. Sick leave does not accrue during an unpaid leave of absence or when the employee is receiving Long Term Disability (if eligible) or workers' compensation benefits.
- 84g. Employees must use a minimum of fifteen minutes for any time sick leave is used.
- 84h. Hours that are paid as sick leave but not worked do not count as hours worked in calculating overtime.
- 84i. For employees eligible for holiday pay, if a holiday observed by the parish occurs while an employee is sick and on a day the employee would normally have worked, holiday pay is received; sick leave is not charged for that day.
- 84j. *Sick Leave Benefit Year* is the calendar year. Paid sick leave accrues on all hours worked in the benefit year, including overtime hours. Employees may use all sick leave that accrues in a benefit year. *Time-off benefits eligible* employees may carry over up to 520 hours of unused, accrued paid sick leave into the following benefit year. The remainder is forfeited. Employees working less than 20 hours per week will be able to carry over 72 hours of sick leave into the next benefit year. Any remainder above 72 will be forfeited.
- 84k. *Time-off benefit eligible* employees who drop below 20 hours worked per week will have their sick leave accrual rate reduced to 1 hour or sick leave for every 30 hours worked and their carryover maximum set to 72 hours.

- 84l. If the need for paid sick leave is foreseeable (e.g., scheduled doctor's appointments and the like), employees must provide the parish with at least 10 days' notice of the need for leave. If the need for leave is not foreseeable (e.g. emergencies, unplanned sickness), employees must provide the parish with notice as soon as possible at least two hours before the start of their scheduled shift if practicable. Employees who fail to provide timely notice of the need for leave are subject to discipline, up to and including termination.
- 84m. Terminating employees will not be paid for any unused sick leave.
- 84n. Employees terminating from a parish, school or other employer that participates in the health, welfare and retirement plans of the Corporation of the Catholic Archbishop of Seattle (CCAS) who are hired at another parish or the same parish will have all earned, unused sick leave reinstated, provided, however, that if the employee is reinstated in a new calendar year, paid sick leave will only be reinstated up to the carryover limit.
- 84o. Sick leave is not transferable to other employees.
- 84p. For absences exceeding three consecutive days that an employee is scheduled to work, the employer reserves the right to require an employee to provide medical verification of an illness or injury. The employer has the right to require that the employee provide confirmation from the appropriate licensed health/medical professional (e.g. physician, psychiatrist, psychologist) that the employee is able to return to work. This requirement for verification may not result in an unreasonable burden or expense on the employee. If the employer requires medical verification, it must be provided to the employer within ten calendar days from the first day upon which the employee uses Paid Sick Leave. Failure to timely provide medical verification may result in denial of paid sick leave.
- 84q. If an employee has been out of work on sick leave for five consecutive days, FML begins on the sixth day of sick leave (if the employee is eligible for FML). Classifying the leave as FML is conditional, pending documentation.
- 84r. Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not allowed. The Archdiocese of Seattle will not discriminate or retaliate against an employee for the lawful exercise of the Minimum Wage Act rights. Please notify the Assistant Director of Human Resources immediately if you are subjected to discrimination or retaliation.
- 84s. Employees who misuse or abuse paid sick leave will be subject to discipline up to and including termination of employment.

*Sick/Safe Leave (Seattle only)*

- HR 85. Employees working within Seattle city limits are eligible for sick/safe leave in accordance with current city municipal code. For more information, see the Manager's Toolkit: [www.seattlearchdiocese.org/HR](http://www.seattlearchdiocese.org/HR).