

PROPOSED REVISION



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HUMAN RESOURCES

Illness, Injury and Emergency Leave

Each regular full-time employee shall be entitled to twelve (12) days leave with pay for illness, injury and emergency as defined below. Persons whose employment is less than full time shall be entitled to such leave on a pro rata basis. Such leave is accumulated from year-to-year up to a maximum of one hundred eighty (180) days for cash out purposes and up to the number of contract days in a work year for use purposes is transferable to the extent provided for by law.

A. Use of Leave for Illness or Injury

Employees shall be allowed paid leave for illness, injury or other disability up to the amount accumulated under one of the following conditions:

1. During an illness or injury which has incapacitated the employee from performing their duties.
2. During the infectious period following the exposure of the employee to a contagious disease during which their attendance on duty would jeopardize the health of fellow employees or the public.
3. For the purpose of necessary medical or dental appointments when such appointments have been arranged in advance with the employee's supervisor.

Any employee absent due to illness or injury may be required to present a doctor's certificate upon returning to work verifying the need for use of leave and/or the employee's fitness to return to work.

The district may require an employee to be examined by a district selected doctor at district expense.

Sick Leave for Nonexempt Employees

In accordance with [RCW 49.46.200](#) and [RCW 49.46.210](#) and [WAC 296-128-600](#) through [WAC 296-128-770](#), the district will allow nonexempt employees not covered by Policy 5320.2 to accrue paid sick leave at the rate of one (1) hour for every forty (40) hours worked as an employee. Authorized uses, accrual, carryover, and notification requirements shall be as set forth in applicable state regulations and this policy.

B. Use of Leave for an Emergency

Up to six (6) days per year of accumulated leave may be used for emergencies subject to the following conditions:

1. The problem must have been suddenly precipitated, must be of such nature that pre-planning is not possible, or where pre-planning could not relieve the necessity for the absence.
2. The problem cannot be one of minor importance or of mere convenience but must be of a serious nature.

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3. Weather conditions for travel to and from work shall be considered a valid reason for an emergency leave.
4. Emergency leave shall not be granted for reasons connected with paid leave provisions contained in other leave policies.
5. A written application for emergency leave must be completed by the employee on the day of return to work.

C. Use of Leave for Family Care

Subject to applicable law and regulations ([RCW 49.46.210\[2\]](#)), an employee may use accumulated sick leave and other paid leave to care for a “family member” such as:

1. A child (under the age of eighteen (18) or incapable of self-care because of a mental or physical disability) of the employee with a health condition that requires treatment or supervision; or
2. A spouse, domestic partner, parent, parent-in-law, ~~or~~ grandparent, [grandchild or sibling](#) of the employee who has a serious health condition or emergency condition. Leave may not be used for this purpose until it has been earned. All conditions relating to appropriate use of leave shall be applicable to family care leave, including reasonable notice where possible and documentation of need upon request for verification.

Cross reference: [Procedure 5320P](#)

Leaves of Absence

Legal references: [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 49.12.265](#) Sick leave, time off—Care of family
members—Definitions
[RCW 49.12.270](#) Sick leave, time off—Care of family
members
[RCW 49.12.275](#) Sick leave, time off—Care of family
members—Poster required
[RCW 49.12.280](#) Sick leave, time off—Care of family
members—Administration and enforcement
[RCW 49.12.285](#) Sick leave, time off—Care of family
members—Monetary penalties
[RCW 49.12.287](#) Sick leave, time off—Care of family
members—Discharge of employee not
permitted
[RCW 49.12.290](#) Sick leave, time off—Care of family
members—Collective bargaining agreement
not reduced

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[RCW 49.12.295](#)

[RCW 49.46.200](#)

[RCW 49.46.210](#)

[WAC 296-128-600](#)

[WAC 296-128-610](#)

[WAC 296-128-620](#)

[WAC 296-128-630](#)

[WAC 296-128-640](#)

[WAC 296-128-650](#)

[WAC 296-128-660](#)

[WAC 296-128-670](#)

[WAC 296-128-680](#)

[WAC 296-128-690](#)

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[WAC 296-128-710](#)

[WAC 296-128-720](#)

[WAC 296-128-730](#)

[WAC 296-128-740](#)

[WAC 296-128-750](#)

[WAC 296-128-760](#)

[WAC 296-128-770](#)

[Chapter 296-130 WAC](#)

Sick leave, time off—Care of family members—Notification of employers

Paid sick leave

Paid sick leave—Authorized purposes—Limitations

Definitions

Requirements for a written policy—Duty of the department to provide sample policies

Paid sick leave accrual

Paid sick leave usage

Variance from required increments of paid sick leave usage

Reasonable notice

Verification for absences exceeding three days

Rate of pay for use of paid sick leave

Payment of paid sick leave

Separation and reinstatement of accrued paid sick leave upon rehire

Paid time off (PTO) programs

Shared leave

Shift swapping

Frontloading

Third-party administrators

Employee use of paid sick leave for unauthorized purposes

Employer notification and reporting to employees

Retaliation

Family care

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