

5.1 Holidays

Holidays designated by the Board of Trustees as listed below will be observed by Spokane County Library District. Consequently, eligible employees are compensated for designated holidays on a prorated basis, with eight (8) hours holiday time allowed for a full-time position.

When a holiday falls on a Sunday, the following Monday will be observed as the holiday.

When an observed holiday falls on an employee’s normal day off, holiday hours, up to the amount allowed for a designated holiday, may be taken by the employee on another day within the pay period in which the holiday falls.

If the holiday is not taken within the pay period in which it occurs, holiday hours will be converted to vacation leave and accrue, up to the amount allowed for the holiday, and added to the employee’s vacation leave accrual after January 1 of the following year.

Accrued holiday hours will be only converted to vacation leave in the year they accrue upon the resignation, layoff, termination, or retirement of the employee.

Note: The maximum amount of vacation leave, including converted holiday hours that may be paid out when an employee leaves the District is 240 hours. It is the employee’s responsibility to schedule and use vacation leave, including converted holiday hours, in excess of 240 hours prior to their last day of employment or risk permanent forfeiture.

Religious Holidays: Time off for individual observance of a religious holiday may be granted at the discretion of the supervisor upon request of the employee. Vacation leave or Leave without Pay may be used for this purpose.

Designation of Holidays

Holidays designated by the Board of Trustees are:

NEW YEAR’S DAY	January 01
MARTIN LUTHER KING JR DAY	January - third Monday
PRESIDENTS’ DAY	February - third Monday
MEMORIAL DAY	May - last Monday
INDEPENDENCE DAY	July 4
LABOR DAY	September - first Monday
VETERANS DAY	November 11
THANKSGIVING DAY	November - fourth Thursday
DAY AFTER THANKSGIVING	November - Friday after fourth Thursday
CHRISTMAS EVE DAY	December 24
CHRISTMAS DAY	December 25

Eligibility

Employees who are scheduled to work less than 20 hours per week and temporary employees employed for less than three (3) months are not eligible for holiday leave.

A holiday occurring during an employee’s vacation, sick leave, or other paid leave, is paid as holiday time.

A holiday occurring while an employee is on leave without pay shall not be paid as holiday time.

5.2 Vacation Leave

Accrual – Full-Time: Benefit eligible employees who are in pay status for fifty percent or more of a payroll period shall be credited with the following vacation leave accruals:

- Exempt employees begin accruing vacation at the rate of 128 hours per year prorated over all payroll periods to the nearest one-hundredth of an hour. An additional 4 hours of vacation leave per year shall be accrued for each full year of employment up to a maximum rate of 192 hours per year.
- Nonexempt employees begin accruing vacation at the rate of 116 hours per year prorated over all payroll periods to the nearest one-hundredth of any hour. An additional 4 hours of vacation leave per year shall be accrued for each year of employment, up to a maximum rate of 180 hours per year.

Accrual – Part-Time: Benefit eligible employees shall have their vacation leave accrued and computed to the nearest one-hundredth of an hour on a prorated basis based upon the weekly hours worked.

Non-accrual: Employees who regularly work less than 20 hours per week, have a temporary appointment of less than six (6) months, or are taking terminal leave are not eligible to accrue vacation leave.

Temporary employees appointed for six (6) or more months and working twenty (20) or more hours per week are eligible to accrue vacation leave.

Vacation Leave will be posted to an employee's account at the end of each payroll period in which the vacation hours are earned. Vacation leave may not be used before it is accrued and posted.

Vacation leave hours may continue to accrue while an employee is absent on paid leave, but shall not accrue while on terminal leave or leave without pay.

Maximum Accrual: Vacation Leave may continue to accrue from year to year. However, no more than 240 hours of vacation leave may be carried over from one calendar year to the next. Therefore, it is the employee's responsibility to monitor and use accrued vacation leave to avoid forfeiture of excess leave.

If accrued vacation leave exceeds 240 hours during the year in which the employee leaves the District, the employee must use any vacation or converted holiday leave in excess of 240 hours before their last day of employment, or risk forfeiture of excess leave. See section 5.1.

If an employee's accrued vacation leave exceeds 240 hours on December 31, the balance will be reduced to 240 hours, and the employee will permanently forfeit and not be compensated for the excess hours.

Employees are responsible for ensuring they have the necessary leave accrual before using it. If the employee uses vacation leave in excess of their accrued balance, the Business Office will charge the excess leave to leave without pay (LWOP).

Changes in Accrual Rates

The date for beginning vacation leave accrual shall be the hire date in a position entitling the employee to benefits.

When an employee is promoted, demoted, or reclassified, the date used for vacation accrual will remain the employee's hire date, provided that the accrual rate will be adjusted at the time an employee either promotes from a non-exempt to an exempt position, or conversely, demotes from an exempt to a non-exempt position.

An employee's vacation accrual rate shall advance, on an annual basis, to the next increment for the full payroll period in which the employee's hire or anniversary date occurs, whichever is appropriate, until the maximum accrual rate is reached.

Allowance

No employee may use or be compensated for accrued vacation leave until satisfactory completion of the trial period and appointment to regular employment status, except employees in a trial period due to a transfer, promotion, or demotion. Vacation leave may be used in minimum units of one-quarter hour. Should an employee become ill while on vacation, he/she may substitute sick leave for vacation upon presentation of a health care provider's written verification of illness.

Prior Approval

All requests for regular vacation leave should be made in writing to the supervisor and must be approved in advance of the effective date. In deciding whether to grant requests for vacation leave, the supervisor should consider the needs of the employee, as well as the needs of the work unit, and decide accordingly.

Final Compensation

1. When an employee separates from employment by reason of resignation, retirement, layoff, or dismissal, unused accrued vacation leave and any earned, but unused holiday leave (up to a total maximum of 240 hours), shall be compensated by a single payment included in the last paycheck.
2. Upon the death of an employee, all unused vacation leave, and any earned, but unused holiday leave shall be compensated by a single payment included in the last paycheck.
3. New employees who separate from employment for any reason before the expiration of their initial trial period will not be compensated for any accrued vacation leave.

5.3 Sick Leave

Accrual – Full-Time: Benefit eligible full-time employees who are in pay status for the complete payroll period shall accrue 96 hours of sick leave per year, prorated over all payroll periods.

Accrual – Part-Time: Sick leave for part-time employees working at least twenty (20) hours per week is prorated based on the actual number of hours in a pay status in the pay period.

Nonaccrual: Employees who work less than 20 hours per week, employees with temporary appointments of three (3) months or less, and employees on terminal leave are not eligible for sick leave accrual.

Temporary employees appointed for a period greater than three (3) months and working twenty (20) or more hours per week are eligible to accrue sick leave.

Posting: Earned sick leave will be posted to an employee's account at the end of each payroll period. Employees are responsible for monitoring their leave accruals and insuring they have the necessary leave accrual before using it.

Maximum Accrual: Earned but not used sick leave hours are carried forward from year to year without a maximum accrual.

Sick leave hours will continue to accrue while an employee is absent on other paid leave, but will not accrue during terminal leave or a leave of absence without pay.

General Sick Leave Rules

Sick leave may be used after completion of the first payroll period when the accrued leave has been posted.

Sick leave with pay may be taken for the following reasons:

- Injury, illness, or medical care of the employee.

- Injury, illness, or medical care of the employee's immediate family members. For purpose of this policy, immediate family members are: spouses; state-registered domestic partners; parents; step-parents; grandparents; in-laws; siblings; step-siblings; children; step-children; or other members of an employee's immediate household related by blood, marriage, or adoption.
- Disability of the employee, including disability due to pregnancy or childbirth, or for a spouse or state registered domestic partner to attend to his or her spouse, domestic partner, and/or children while the employee's spouse or domestic partner is disabled due to pregnancy or childbirth.
- Terminal leave.

If an employee on approved sick leave exhausts his or her accrued sick leave, the excess leave will be charged to the following:

- Any accrued vacation leave.
- Leave without pay.

The supervisor or manager may require verification of illness whenever:

- The employee has missed three or more consecutive work days due to illness or injury;
- The employee has missed three or more work days in a calendar month due to illness or injury;
- The employee requests sick leave to care for an immediate family member;
- There is a pattern of sick leave usage in terms of the time and frequency of use, or the employee is using sick leave at or near their accrual rate.
- The District may terminate an employee who is habitually absent due to illness if the employee's condition cannot be reasonably accommodated in light of job duties and operational considerations. Reasonable accommodation may include a leave of absence and/or consideration of whether the employee can be reassigned.

Notification. It is the employee's responsibility to inform the District of the need to use sick leave no later than thirty (30) minutes prior to the employee's scheduled start time. An employee may be denied the use of sick leave by failing to contact either the employee sick line (as designated), or notifying their immediate supervisor or manager at least thirty (30) minutes in advance of their shift. Employees are required to provide at least thirty (30) minutes advance notice of the need for sick leave every day sick leave is taken, unless the employee's supervisor or manager has agreed to waive this requirement.

Sick leave may be used in minimum units of one-quarter hour.

Should an employee become ill while on vacation, he/she may substitute sick leave for vacation upon presentation of a health care provider's written verification of illness.

Misrepresentation of any material fact in connection with paid sick leave by any employee may result in disciplinary action up to and including termination.

Fitness for Duty Evaluations. The District may require an employee to submit to a fitness for duty evaluation when job-related and consistent with business necessity. This can occur if the District has a reasonable belief that the employee's ability to perform essential job functions is impaired by a medical condition or the employee poses a direct threat to him or herself or others due to a medical condition.

Sick Leave Rate of Pay. Employees using sick leave will be paid their normal rate of pay until their accrued sick leave has been exhausted.

5.4 Worker's Compensation

Employees are responsible for reporting workplace injuries in accordance with state law and applying for worker's compensation when appropriate.

Until eligibility for worker's compensation is determined by the Department of Labor & Industries (L&I), the employee may use accrued sick leave or vacation leave, if available, or be placed on leave without pay (LWOP) status.

Once Labor and Industries (L&I) has made a determination that the employee's claim is valid, he/she shall be given the following options:

- Be placed on Leave without Pay status and receive L&I's Worker's Compensation payment while on leave. If the employee elects this option, then any leave charged the employee for leave before L&I's determination will be credited back to the employee's leave balance .
- Receive his/her full salary until such time as the employee exhausts all his/her available sick or vacation leave provided that:
 - The employee submits to the District the amount received from L&I within three (3) business days of receiving payment from L&I; and
 - The employee has a positive leave balance. The difference between L&I's payment and the employee's salary shall be charged to the employee's sick leave and/or vacation leave.

Once the employee exhausts all available paid leaves, then he/she shall be placed on Leave without Pay, and shall only draw Worker's Compensation from L&I.

The maximum time an employee may take a leave of absence for injury or illness, will be evaluated on a case-by-case basis. However, the District typically cannot accommodate absences in excess of one year due to operational and staffing needs.

5.5 Terminal Leave

Accrued sick leave, up to a maximum of 960 hours, may be used as terminal leave whenever an employee is either laid off, voluntarily resigns, or retires from the District. To be eligible for terminal leave, an employee must have a minimum of three (3) years paid Library District employment preceding such termination, or retirement, and meet the following conditions:

- The minimum employment period was continuous and unbroken by resignation or retirement.
- An unpaid leave of absence neither breaks the continuous employment period nor applies toward the minimum.
- The employee was regularly scheduled for twenty (20) hours, or more, of work per week during the entire three (3) year period.
- Conversion of sick leave to terminal leave is irrevocable.

With at least three (3) years, but less than fifteen (15) years service, terminal leave may be given for 1/3 of up to 960 hours of accrued sick leave, or a maximum of 320 hours. With at least fifteen (15) years of unbroken continuous service, terminal leave may be given for 1/2 of up to 960 hours of accrued sick leave, or a maximum of 480 hours.

While on terminal leave, employees will continue to receive benefits, except leave accruals, and will receive their paycheck in the normal manner. The employee's actual termination or retirement date will be at the conclusion of terminal leave.

5.6 Sick Leave Cashouts

Upon the death of an employee, unused accrued sick leave shall be paid, using the same formula as terminal leave, by a single payment included in the last paycheck. For all other separations from service, employees have no right to cash out accrued sick leave upon separation except as allowed in the form of Terminal Leave.

5.7 Administrative Leave

Administrative Leave is paid leave authorized at the discretion of the Library Executive Director. It may be used in extraordinary circumstances not covered by other defined leave benefits.

5.8 Bereavement Leave

Paid bereavement leave may be taken by employees for the death of an immediate family member. Employees may be allowed up to four scheduled work days (maximum of thirty-two (32) hours), of bereavement leave per death, subject to the approval of their supervisor.

Bereavement Leave may be:

- used before an employee has attained regular employment status.
- taken in hourly increments.
- extended by use of accrued vacation or sick leave.

There is no limit on how frequently an employee may use Bereavement Leave.

For purpose of this policy, immediate family members include: spouses (including state registered domestic partners), parents; step-parents; grandparents; in-laws (including parents of state registered domestic partners); siblings; step-siblings; children; step-children; or other members of an employee's immediate household related by blood, marriage, or adoption.

5.9 Court-Related Leave

Regular full-time and regular part-time employees are eligible to be absent from duty without loss of usual pay when called upon to serve as a juror or as a witness for the District in their official capacity in any federal, state, or local court of law. Court-related leave is not allowed in matters in which the employee is a litigant such as a petitioner, respondent, plaintiff, or defendant.

Court-related Leave with regular pay is allowed only when:

- The employee is required to serve as a juror or appear as a witness in a matter other than one personal to the employee; or
- The employee serves on a day which would have been a regularly scheduled work day.

Any fees or allowances paid to an employee by the court may be retained by the employee only if the employee was serving while on vacation leave, leave without pay, or on a day when the employee was not scheduled to work. Otherwise all fees paid by the court, except reimbursement for travel and actual out-of-pocket expenses, must be remitted to the Business Office within 3 business days of receipt of such fees or allowances.

Employees released from jury duty on a scheduled work day are required to immediately report to work. Failure to do so may result in disciplinary action up to and including termination.

5.10 Military Leave

Eligible employees required to take military leave because of their call to active duty or active duty training must provide at least 5 days' notice of their intent to take leave, as well as a copy of their official notice or order to report to active duty, or active duty training (RCW 38.40.060).

Employees serving in the National Guard, or the Army, Navy, Air Force, Coast Guard, or Marine Reserves of the United States, shall be granted up to twenty-one (21) days of paid military leave per year (e.g., October 1 through September 30) when ordered to active duty or active duty training.

5.11 *Washington State Family Military Leave*

Employees working an average of 20 hours or more per week, who are spouses or state registered domestic partners of military personnel about to be deployed, or on leave from deployment, during times of military conflict as declared by the President or Congress, may take up to fifteen (15) days of unpaid leave to be with their spouse or state registered domestic partner.

Employees may substitute accrued vacation leave for unpaid leave if available.

During Family Military Leave, the District will continue to pay its portion of the employee's health insurance premiums. If needed, the employee is responsible for arranging payment of his/her portion of the health insurance premiums while on leave. Failure to do so may result in cancellation of the employee's health insurance benefits.

Military Leave calculation is based on business days rather than calendar days.

Employees should present a copy of their active duty orders to the appropriate supervisor or manager before commencing military leave.

The District will abide by the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) for employees called to active duty for longer than twenty-one (21) days.

5.12 *Leave for Victims of Domestic Violence*

Employees may take reasonable leave from work, or work on a reduced schedule for specific activities related to themselves or a family member being a victim of domestic violence, sexual assault or stalking. The employee may choose to use paid or unpaid leave in order to:

- Seek legal or law enforcement assistance or remedies to ensure health and safety of the employee or the employee's family members;
- Seek treatment by a health care provider for physical or mental injuries, or to attend to health care treatment for a victim who is a member of the employee's family;
- Obtain, or assist a family member in obtaining, services from social services programs;
- Obtain, or assist a family member in obtaining, mental health counseling; or
- Take actions to increase the safety of the employee or the employee's family members, specifically including relocation (temporary or permanent) and participation in safety planning.

Employees must give as much advance notice for the need for leave as possible. Leave requests must be supported with one or more of the following:

- A police report indicating the employee or employee's family member was a victim.
- A court order providing protection to the victim.
- Documentation from a healthcare provider, advocate, clergy, or attorney.
- An employee's written statement that the employee or employee's family member is a victim and needs assistance.

For purposes of this policy, family members include a child, spouse, state registered domestic partner, parent, parent-in-law, grandparent, or person with whom the employee is dating.

Rest Periods & Meal Breaks

5.13 Rest Periods

Each non-exempt employee must take one fifteen (15) minute rest period for each four (4) hours worked, which must be scheduled as near as possible to the midpoint of the work period, unless the employee takes intermittent rest periods equivalent to at least 15 minutes for each 4 hours worked. Rest periods are intended to serve as a break in the work day and thus are not cumulative and cannot be used to shorten the normal workday.

Meal Breaks

Non-exempt employees may not work more than five (5) consecutive hours without taking an unpaid meal break of at least thirty (30) minutes, during which the employee is relieved from duties. Non-exempt employees working three (3) or more hours longer than an eight hour work day shall take a thirty (30) minute lunch break prior to or during the overtime period.

5.14 Leave without Pay

The Executive Director may approve up to twelve (12) months of leave without pay (LWOP). Approval will be on a case-by-case basis and may be denied if the Executive Director feels it would be detrimental to District operations.

Leave without pay may be considered for the following circumstances:

- Continuing education opportunities.
- Military leave in excess of twenty-one (21) days.
- To accommodate a disability or long term illness, for which all paid leave(s) have been exhausted.
- Other unusual circumstances requiring an absence.

An employee requesting leave without pay must submit a written request to his/her supervisor as far in advance as possible. The request must include the projected beginning and ending dates of LWOP, as well as the reason(s) for the request.

An employee requesting leave without pay must use all accrued vacation leave, and, if applicable, all sick leave prior to taking LWOP. Benefits do not accrue while on leave without pay. The employee's anniversary date(s) will be adjusted by the length of leave in excess of one pay period.

Eligible employees will be responsible for group health and life insurance premiums, unless otherwise required by state or federal law. Premium payments must be made to the District by the first of the month. Insurance benefits may be terminated if there is failure to pay premiums within thirty (30) days of the due date.

At the end of leave without pay, the employee may be allowed to return to either his/her original position, or the next available position for which the employee is qualified at the end of the leave of absence. The decision to reinstate will depend upon the particular position in question, the length of the leave, the operational requirements of the District and any applicable state or federal laws.

Leave without pay may be granted under other circumstances as required by state or federal law.

5.15 Family and Medical Leave Acts (Federal and State)

The District provides leaves of absence to eligible employees in keeping with the requirements of the federal Family and Medical Leave Act (FMLA) and the Washington State Family Leave Act (FLA). Under these acts, an eligible employee is entitled to 12 workweeks of unpaid leave in a 12 month period for:

- Incapacity due to pregnancy, prenatal medical care, or child birth, and care of the newborn;
- Pre-adoption activities, or to care for a child after placement in the home for adoption or foster care;
- To care for the employee's parent, spouse, or child with a serious health condition [Note: The federal FMLA does not recognize care for a domestic partner to be the same as care

for a spouse, whereas the WA FLA allows leave to be taken for the care of a state-registered domestic partner. However, under the FMLA, care for a child can be taken by an individual standing “in loco parentis” to the child, which can apply to domestic partners.];

- The employee’s own serious health condition that makes the employee unable to perform the essential functions of his/her job.
- Covered Military Member Leave (FMLA Amendments-see below)

However, District employees are required to use all their accrued sick and/or vacation leave (per the appropriate District policy) as part (or all) of their 12 weeks of FMLA/FLA leave before any remaining leave entitlement may be taken as leave without pay.

For purposes of this policy, the following definitions apply:

- **Child:** Will include a biological, adopted, foster child, stepchild, legal ward, or a child of an employee standing in loco parentis (i.e., in place of a parent), who is under 18, or older than 18 if incapable of self-care because of a mental or physical disability.
- **Parent:** Biological, adoptive, or step parent, or individual who stood in loco parentis to an employee when the employee was a child.
- **Serious health condition:** Includes an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider or involves a period of incapacity requiring 3 or more days’ absence from work and necessitates continuing treatment by a health care provider or any period of incapacity due to pregnancy or prenatal care.
- **Rolling 12-month period:** To determine an eligible employee’s 12-week FMLA leave entitlement, the District uses a “rolling” 12-month period measured backward from the date leave is to begin. Thereafter, each time an employee takes Family (Medical) Leave Act leave, the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.
- **Registered domestic partner** refers to same sex couple, or heterosexual couple with at least one partner aged 62 or older, who are registered with the Washington State Office of the Secretary of State in Olympia.

Eligible Employees. To be eligible for a leave under the federal FMLA and state FLA, an employee must have been employed by the District for at least 12 months at the time the leave is requested (these 12 months need not have been consecutive) and have completed at least 1,250 hours of service with the District during the 12- month period preceding the leave request.

Notice. When the need for FMLA/FLA leave is foreseeable, the employee is required to give his/her supervisor at least thirty (30) days notice or provide notice as soon as practicable once the need for leave becomes known.

Duration. Leaves may be taken for up to 12 workweeks during a “rolling” 12-month period measured backward from the date an employee first uses any FMLA/FLA leave. Where two spouses are both employed by the District, their aggregate leave will be limited to 12 workweeks during the 12-month period, when taken for the birth, adoption, or foster care placement of a child; a parent, spouse, or child’s serious health condition; or 26 workweeks to care for a servicemember with an illness or injury either incurred or aggravated while serving on active duty. In the case of an employee’s own serious health condition, the employee maintains their eligibility for up to 12 workweeks of leave during the 12 month period.

Differences between federal FMLA and state FLA. Under the Washington Family Leave Act, an employee may take leave to care for a state registered domestic partner to the same extent as a spouse.

The federal FMLA may run concurrently with other state leave statutes such as Worker's Compensation, Pregnancy Disability Leave, FLA, or Family Care Act Leave. Whenever possible, the District will run leaves concurrently.

The state FLA leave may not run concurrently with Pregnancy Disability Leave (e.g., disability or incapacity due to pregnancy or childbirth). Consequently, an eligible employee is entitled to 12 workweeks of state FLA leave in addition to any leave taken because of disability or incapacity due to pregnancy. (WAC 162-30-020)

For example, assume an FMLA/ FLA eligible employee works up to her delivery date, and (per her doctor's certification) needs 6 weeks of Pregnancy Disability leave to recover from childbirth. This 6 week period would run concurrent with FMLA leave. Once the employee is no longer disabled from childbirth, she is still entitled to 12 weeks of FLA leave to care for the newborn. Thus the total leave entitlement would be 18 weeks - 6 weeks of Pregnancy Disability leave, and 12 weeks of FLA leave. Only the first 12 weeks of leave would run concurrently with FMLA leave.

Under the federal FMLA, the District must continue to pay its portion of the employee's health care benefits during FMLA leave. The District is not required to pay employee health care benefits under the state's Family Leave Act leave or Pregnancy Disability Leave.

5.16 FMLA Qualifying Exigency and Military Caregiver Leave

Qualifying Exigency Leave.

An eligible employee may take up to 12 workweeks of FMLA leave for any qualifying exigency related to the overseas deployment of an employee's spouse, son, daughter, or parent, who is a member of the active or reserve component of the Armed Forces. This type of leave is only available when a member of the active or reserve component of our Armed Forces is deployed to a foreign country. This leave does not provide for any additional weeks of FMLA leave.

Military Caregiver Leave.

An employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember is entitled to a total of 26 workweeks of unpaid leave during a single 12-month period to care for a covered servicemember with a serious illness or injury incurred in the line of duty while on active duty, or which existed prior to active duty but was aggravated by service in line of duty while on active duty.

A covered servicemember includes a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the active or reserve component of the Armed Services at any time during the five-year period preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy.

Military Caregiver Leave is measured forward from the first day leave is used and ends 12 months later.

5.17 Continuation of Pay and Benefits while on FMLA

As noted above, eligible employees are required to use their accrued paid leave while on FMLA leave. Once paid leave is exhausted, the employee will be placed on leave without pay (LWOP) status. During FMLA leave, the District will continue to pay its portion of the health insurance premiums. The employee is responsible for arranging payment of his/her portion of the health insurance premiums while on FMLA leave. Failure to do so may result in cancellation of the employee's health insurance benefits.

5.18 Use of Accrued Leave to Care for Ill Family Member

Consistent with the Washington Family Care Act, employees may use their choice of any accrued paid leave (vacation, sick leave, personal holiday or other accrued paid leave) that they have

available for their own use in order to care for their child, spouse, parent, parent-in-law, domestic partner, or grandparent.

An employee may use available paid time off to care for his/her child where the child has a health condition requiring treatment or supervision, or where the child needs preventive care (such as medical, dental, optical or immunization services).

An employee may use available paid time off when a spouse, domestic partner, parent, parent-in-law, or grandparent has a “serious or emergency health condition”, which are conditions:

- Requiring an overnight stay in a hospital or other medical-care facility;
- Resulting in a period of incapacity or treatment or recovery following inpatient care;
- Involving continuing treatment under the care of a health care services provider that includes any period of incapacity to work or attend to regular daily activities; or
- Involving an emergency (i.e., demanding immediate action).

Where the need for family care leave is unexpected, the District understands that advance approval of the use of leave (as is required for certain kinds of leave) may not be possible. Employees are required, however, to notify their supervisor of the need to take time off to care for a family member as soon as the need for leave becomes known. The District reserves the right to require verification or documentation confirming that a family member has or has had a “serious or emergency” health condition when available leave is used to care for that family member.