

Libraries' Hourly Employee PAID SICK LEAVE

Student/Hourly employees at WSU earn one (1) hour of sick leave for every forty (40) hours worked. The accrued leave carries forward from month to month, and up to 40 hours will carry forward from December 31 to January 1 each year. It may not be used before it is accrued. Accumulated leave unused at the time of resignation or termination is lost, however, if the employee is rehired at any job with the State of Washington within two years, it may carry forward to the new position.

Authorized Use: Employees May Use Accrued Paid Sick Leave (PSL) for missed work shifts due to:

- An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care (RCW 49.46.210);
- To allow the employee to provide care for a family member (defined below) with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care (RCW 49.46.210);
- When the University 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 for such a reason (RCW 49.46.210);
- An employee is authorized to use PSL for absences that qualify for leave under the domestic violence leave act, chapter RCW 49.76.

Authorized Use: Definition of Family Member

For the purposes of this policy and in accordance with RCW 49.46.210, the term "family member" means any of the following:

- Child - 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 - 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

Reporting Leave

- Employees must notify their supervisor as soon as reasonably possible when they will be absent due to illness, injury, or other qualifying reason for authorized usage of PSL.
- For absences exceeding 3 days, WSU may require written medical verification that the employee's use of PSL is for an authorized purpose, provided that the verification does not result in an unreasonable burden or expense on the employee. RCW 49.46.210(1)(b) and (c).
- Employees have the right to assert the verification requirement results in an unreasonable burden or expense on the employee. The employee may provide an oral or written explanation and must provide verification within a reasonable time period during or after the leave. WAC 296-128-660
- Employees request approval to use their PSL hours in Workday.

Shift Swapping (WAC 296-128-720)

- Employers may not require employees to search/find a replacement worker to cover the hours during which the employee is using PSL.
- Upon mutual agreement by the employer and employee, an employee may work additional hours or trade shifts in lieu of using available PSL for missed hours/shifts that qualify for the use of PSL.