

Illness and Injury Leave: Non-Bargaining Employee and Family

Illness and injury leave shall be granted for absences related to the illness injury, or medical appointments of each employee eligible to receive such benefit.

1. Annual sick leave entitlement

- A. Regular, full-time, annual employees are entitled to sick leave of twelve (12) days per fiscal year, accumulative to a maximum of 180 days.
- B. Part-time employees working either on a part-time schedule or less than the full year, shall be entitled to a prorated portion of twelve (12) days of sick leave as the total number of days worked bears to the contract or fiscal year.
- C. Persons entering employment in the Clover Park School District shall receive credit for sick leave accumulated in other public school districts in the state of Washington. Persons leaving Clover Park School District for employment in another Washington school district may transfer accumulated sick leave to the new district.

2. Sick Leave Usage

When illness or injury forces an employee to be absent from work beyond accumulated sick leave, s/he may utilize accrued personal leave or vacation leave to enable the employee to remain in a paid status for as long as possible. Upon exhaustion of all available leave, the employee will be in unpaid status for further absence. The district will not pay for additional days. Where applicable, continuation of benefits are available to the employee in accordance with COBRA provisions.

3. Care of Family Members

District staff members may use accrued sick leave or other accrued leave, at the employee's choice, to care for a child of the employee with a health condition that requires treatment or supervision. For the purposes of this context, a "child" is defined as a biological or adopted child, foster child, or a stepchild, or a legal ward.

District staff may use accrued sick leave or other accrued leave, at the employee's choice to care for a spouse, parent, parent-in-law or grandparent of the employee who has a serious health condition or an emergency condition. In this context, "parent" means any biological parent or someone who stood in loco parentis to the employee when the employee was a child. The district may require a signed statement from a licensed medical practitioner to verify the need for treatment, care or supervision for any absence which exceeds five (5) consecutive days.

The district may not discharge, threaten to discharge, demote, suspend, discipline, or otherwise discriminate against an employee who has exercised or attempted to exercise any right provided herein; or has filed a complaint, testified, or assisted in any proceeding associated with this right.

CLOVER PARK SCHOOL DISTRICT
Policy Series: Personnel

Policy No. 5401

4. Family and Medical Leave

Eligible district staff may access twelve (12) weeks of unpaid Family and Medical Leave as provided by the Family and Medical Leave Act of 1993 (FMLA) due to:

- The birth of a child, or the placement of a child with the employee via adoption or foster care; or
- A serious health condition of the employee; or
- A serious health condition affecting the employee's spouse, child, or parent for whom the employee is needed to provide care.

The district will maintain any existing health benefits for the employee during FMLA leave.

5. On the Job Injury

Whenever an employee is absent from employment and unable to perform duties as a result of personal injury sustained in the course of employment, the employee may choose between using sick leave benefits or State Worker's Compensation. In the event the employee chooses to use the State benefits, the time absent will not be charged against annual or accumulated sick leave.

Legal References:	RCW 28A.400.210	Employee attendance incentive program — Remuneration or benefit plan for unused sick leave
	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
	Chapter 392-136 WAC	Finance — Conversion of Accumulated Sick Leave
	AGO 1964 No.98	Sick leave for certificated and noncertificated employees

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AGO 1980 No.22

Limitation on compensated leave
for school district employees

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