



November 13, 2020

MEMO

FROM: Darlene Mendoza—Director of Classified Staff, Human Resources
TO: Classified Substitute Employees
RE: Sick Leave Entitlement

Classified substitute staff are entitled to paid sick leave in accordance with RCW 49.46.210. Substitute employees are entitled to sick leave when they have accepted a work assignment through the District's Absence Management System and are expected to be in attendance by the District. Substitute employees shall accrue one hour of paid sick leave for every forty hours worked with the Shoreline School District. An employee is entitled to use accrued paid sick leave beginning on the 90th (ninetieth) calendar day after the commencement of their employment with the district.

Accrued paid sick leave may be used for the following reasons:

- To care for yourself or a family member's mental or physical illness, injury, or health condition, including diagnostic and preventative care.
- When you or a family member is the victim of sexual assault, domestic violence, or stalking. (RCW 49.76.030)
- In the event your workplace or your child's school or place of care is closed by a public official for any health-related reason.

The District may require verification from a healthcare provider for absences exceeding five consecutive days.

A maximum of 40 hours of unused, accrued paid sick leave will be carried over annually on September 1st. If an employee separates from employment with the District and is rehired within twelve months of separation, previously accrued unused paid sick leave shall be reinstated and the previous period of employment shall be counted for purposes of determining the employee's eligibility to use sick leave. Shoreline School District uses September through August for a paid sick leave year.

Your balance and usage of accrued paid sick leave shall be posted for your review on Skyward, the employee access system.

Retaliation for an employee's lawful use of paid sick leave and other rights provided under the Minimum Wage Act (chapter 49.46 RCW) is prohibited.

For more information, please contact Human Resources.