

Grant County Fire Protection District 3

POLICY AND PROCEDURE

1. NUMBER: 4.3.2
2. SUBJECT: *Sick Leave*
3. POLICY: It shall be the policy of the Board of Commissioners of Grant County Fire District 3 to allow employees to accrue and compile sick leave consistent with the procedures listed herein.
4. SCOPE: This Policy and Procedure is applicable to career personnel only.
5. RESPONSIBILITIES:
 - A. It shall be the responsibility of the District Fire Chief to see that accurate records are maintained of all sick leaves.
 - B. It shall be the responsibility of the employees to see that they comply with the procedures indicated below.
6. PROCEDURE:
 - A. Career employees shall be granted 80 hours of annual paid sick leave January 1 of each calendar year. Career employees have the right to carry over any unused sick leave to their long-term sick leave bank, which shall not exceed 1040 hours. Any unused sick leave for career employees in their long-term bank that exceeds 1040 hours at the end of the calendar year shall be cashed out at the rate of one (1) hour of wages to every four (4) hours of accrued excess sick leave. Employers are not required to cash out unused sick leave other than that stated in the current IAFF Local 4418 bargaining contract. Employees who are granted a leave of absence from work with pay for any purpose shall continue to accrue sick leave at the regularly scheduled rate during such absence.

Part time, temporary, seasonal or any other limited term employees shall be entitled to one (1) hour of paid sick leave for every forty (40) hours worked. Sick leave shall be used in one-hour minimum increments. Part time, temporary, seasonal or any other limited term employees have the right to carry over up to 40 hours of unused sick leave each calendar year for a maximum of 40 hours. Employers are not required to cash out any unused sick leave for limited term employees at the time of separation. All part time, temporary, seasonal or limited term employee must sign the Employee Paid Sick Leave Notification form attached to this policy.

- B. An employee eligible for sick leave with pay shall be granted such leave for the following reasons:
1. Personal illness or physical incapacity resulting from cause beyond the employees' control.
 2. Forced quarantine of the employee in accordance with community health requirements.
 3. Severe illness or the death of a member of the employee's immediate family. The District Fire Chief may, when approved by the Chairman of the Board of Commissioners, exercise flexibility in the granting of sick leave with pay in this category. In any such use, a maximum of five (5) days per occurrence shall be granted. For severe illness and/or death of other family members, accrued vacation or compensatory time may be used (upon mutual agreement between the District and the employee).
 4. Sick Leave pay shall not apply to illness or injuries which are the direct result of misconduct in or a violation of state or federal law.
- C. Sick leave shall be granted by the District Fire Chief to and including the second day of consecutive absence. Each application that exceeds the third day will require a certificate of a physician, if required by the District Fire Chief. Any failure to give notice or file a physician's certificate as required herein may be cause for denial of sick leave with pay for the period of absence.
1. Leave with full pay on account of illness or injury may be allowed for any of the following reasons:
 - a. Because of, and during illness or injury incapacitating the employee to perform his or her duties, or by having a scheduled appointment with a licensed person, pertaining to all matters of health, as governed by the State of Washington; or
 - b. By reason of exposure to contagious disease during such period of an employee's attendance on duty would jeopardize the health of fellow workers or the public; or
 - c. Because of illness or death in the immediate family, requiring the attendance of the employee. Leave for such reason shall be limited to three (3) days in any one instance except that when extensive travel is required, leave of five (5) days shall be allowed.
 2. For the purpose of subsection (3) above, "immediate family" shall include only persons related by blood or marriage or legal adoption in degree of consanguinity of wife, husband, parent, grandparent, brother, sister, child, or grandchild of the employee, but not aunt, uncle, cousin, niece or nephew unless living in the employee's household.
 3. Sickness shall be reported at the beginning of any period of sick leave, to the immediate supervisor by the employee or a person designated to act for him or her.

4. Sick leave of three (3) or less days will not require a physician's statement. Four (4) or more days will require a physician's statement. For extended sick leave of seven (7) or more days, a release to return to work will be required from a physician.
 5. Any employee, after the completion of 90 days of service, will be entitled to use accrued sick leave.
 6. An employee found abusing sick leave privileges shall be penalized by receiving no pay or time allowed for that particular time taken.
- D. Any employee unable to report for duty due to illness or injury shall notify the office at the time of the start of his or her shift.

See Appendix 04_03_02

Employee Paid Sick Leave Notification

You are entitled to accrue paid sick leave beginning January 1, 2018. This leave will accrue at one (1) hour of paid sick leave for every 40 hours you work.

You may use this accrued paid sick leave for the following reasons (as outlined at RCW 49.46.210 (1) (b) and (c):

- To care for yourself or a family member;
- When you or a family member is the victim of sexual assault, domestic violence, or stalking; and
- In the event our business of your child’s school or place of care is closed by order of a public official for any health-related reason.

Grant County Fire District 3 accrual year is January to December.

Accrued, unused paid sick leave balances of 40 hours or less will be carried over to the following year.

Accrued, unused paid sick leave over 40 hours will be forfeited.

You are entitled to use accrued paid sick leave beginning 90 calendar days after the start of your employment.

Retaliation against you by Grant County Fire District 3 for using paid sick leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act (chapter 49.46 RCW), is prohibited.

Print Employee’s Name	Employee’s Signature	Date
		Copy: Employer

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Print Employee’s Name	Employee’s Signature	Date
		Copy: Employee