

## Student Employee Sick Leave Policy

Beginning on January 1, 2018, student employees at Seattle Pacific University accrue one hour of paid sick leave for every 30 hours worked. The sick leave can be used when student employees need to miss work for a variety of health-related reasons, including certain types of personal safety reasons, as described in this policy.

The accrual of sick leave begins on the first day of employment on or after January 1, 2018. However, a student employee may not begin to use accrued sick leave until his or her 90<sup>th</sup> day as an SPU employee. For a student employee who is continuously employed by SPU for at least 90 calendar days, this means that sick leave can be used beginning on the 90<sup>th</sup> day after a student employee begins employment. If a student employee ceases to be employed by SPU, is later rehired by SPU, and begins working for SPU more than 12 months after the date that the prior employment terminated, then the 90 day waiting period starts over on the new first day of employment. However, if a student employee is rehired and resumes work for SPU within 12 months of the date of termination of the prior employment, the preceding employment counts towards the 90 day waiting period.

Student employees only accrue sick leave for hours worked (e.g., not when they are taking sick leave). Accrual and usage of sick leave is tracked on a fiscal year basis (July 1<sup>st</sup> through June 30<sup>th</sup>). Student employees may carry over up to 72 hours of accrued but unused sick leave from one fiscal year to the next.

Student employees will be required to report their usage of sick leave. Sick leave may be used in 15 minute increments. Student employees will receive the same rate of pay for sick leave taken as they would have received if they had worked the assigned time instead of taking the sick leave. Student employees can access information about sick leave balances and usage in the Banner Information System on an ongoing basis (including each time that wages are paid). Student employees are not permitted to loan, donate, give, or transfer their accrued sick leave to any other SPU employee.

Student employees should try to give as much notice as possible to any supervisor when needing to utilize sick leave. If the need for sick leave is foreseeable, student employees should provide at least ten calendar days' advance notice. If the need for the sick leave is not foreseeable, the student employee should provide notice as soon as possible before the required start of their shift, unless it is not practicable to do so.

Student employees may use accrued sick leave for any of the following purposes:

- 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;
- To allow the employee to provide care for a family member 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;
- When the employee's place of business 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; or

- Absences that qualify for leave under Washington State’s domestic violence leave act, [RCW 49.76](#) (e.g., for seeking certain forms of treatment or assistance for sexual assault, domestic violence, or stalking).

For purposes of this policy, “family member” means any of the following:

- A child, including a 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;
- A 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;
- A spouse;
- A registered domestic partner;
- A grandparent;
- A grandchild; or
- A sibling.

If a student employee uses paid sick leave on more than three consecutive days that the student employee is assigned to work (for some or all of such days), then the student employee may be required to provide verification that the leave was taken for an authorized purpose. In such a case, payment for the leave may be delayed until such verification has been provided by the student employee. Verification should be provided by the student employee to SPU within 10 calendar days of (i) request by SPU or (ii) the first use of sick leave to which the request for verification relates (whichever is later). For this purpose, “verification” means evidence that establishes or confirms that an employee’s use of paid sick leave is for an authorized purpose. Requiring verification may not result in an unreasonable burden or expense on the employee. If an employee anticipates that the requirement will result in an unreasonable burden or expense, the employee may provide an oral or written explanation to SPU that asserts (i) that the employee’s use of paid sick leave was for an authorized purpose under RCW 49.46.210, and (ii) how SPU’s verification requirement creates an unreasonable burden or expense on the employee. Within ten calendar days of receipt of the explanation, SPU will respond to the student employee. If SPU determines that a student employee’s use of paid sick leave was for an unauthorized purpose, SPU may withhold payment of paid sick leave for such hours (but not deduct those hours from accrued, unused paid sick leave hours). SPU may not require that documentation explain the nature of an illness, if applicable. SPU will treat documentation provided pursuant to a verification request as confidential. If obtaining documentation requested by SPU causes the student employee to incur out of pocket costs to the person or entity providing the documentation, the student employee can request that SPU pay for half the costs of obtaining such documentation.

Student employees will not receive any payment for any accrued but unused sick leave at the termination of employment. If a student employee ceases to be employed by SPU, is later rehired by SPU, and begins working for SPU more than 12 months after the date that the prior employment terminated, then no accrued but unused sick leave from the prior employment will be available upon rehire. However, if a student employee is rehired and resumes work for SPU within 12 months of the date of termination of the prior employment, any accrued but unused sick leave will carryover to the new period of employment (subject to the 72 hour carryover limit from one fiscal year to the next, if applicable).

Retaliation by SPU for a student employee's lawful use of paid sick leave and other rights provided under [RCW 49.46](#), and all applicable rules, is prohibited.

For purposes of Seattle's paid sick and safe time ordinance, SPU is a Tier 3 employer and its sick/safe time "benefit year" is its fiscal year (7/1-6/30).