MEMORANDUM

To: All District Employees

From: Business Services, Payroll

Date: February 28, 2018

Re: Employee Paid Sick Leave Notification

With the passage of I-1433, all district employees (teachers, counselors, coaches, substitutes, part-time hourly, etc.) 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 worked, unless stated otherwise in a collective bargaining agreement.

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 or your child’s school or place of care is closed by order of a public official for any health-related reason.

You are entitled to use accrued paid sick leave:

- Beginning 90 calendar days after the start of your employment;
- When you have accrued at least 1hr of paid sick leave; and
- When you are scheduled to work at least 24hrs in advance.

Retaliation against you by University Place School District 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.

Unused accrued paid sick leave balances will be carried over to the following year.

For questions, please contact the Payroll Department at (253) 566-5612.