

LAKE CHELAN RECLAMATION DISTRICT

MANSON, WASHINGTON

**RESOLUTION 2018-10**

AMENDING THE DISTRICT EMPLOYEE HANDBOOK

**Background:** The Board of Directors believes it is necessary to amend the District's Employee Handbook with updated policy addressing Sick Leave per the changes in Washington State Initiative Measure 1433.

**Resolution:** NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the Lake Chelan Reclamation District approves the following actions:

Amendment of the Sick Leave section in the Employee Handbook as outlined in attached Exhibit A.

The Employee Handbook change shall become effective immediately.

**Adoption:** Adopted at the regular meeting of the Board of Directors of Lake Chelan Reclamation District on Tuesday, July 10, 2018.

APPROVED

By: Bob Christopher  
President

ATTEST

By: [Signature]

Secretary-Manager

## EXHIBIT 'A'

### **Paid Sick Leave**

Paid sick leave will accrue for regular full-time employees who work a 40-hour work week at the rate of eight (8) hours per month. Part-time and temporary employees will accrue one (1) paid sick leave hour for every 40 hours worked. Paid sick leave shall begin to accrue on the commencement date of employment, and are accrued after payroll is processed on the last day of the month. An employee is entitled to use accrued paid sick leave beginning on the ninetieth (90<sup>th</sup>) calendar day after the commencement of employment.

Paid sick leave shall be computed at the employee's regular straight time hourly rate, and employees are authorized to use sick leave for the following reasons:

- 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; and
- 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.

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, registered domestic partner, grandparent, grandchild; or sibling.

An employee is authorized to use paid sick leave for absences that qualify for leave under the Domestic Violence Leave Act, Chapter 49.76 RCW.

Whenever possible, sick leave must be approved in advance by the employee's supervisor or the Secretary-Manager. If the employee is not able to get advanced approval due to an emergency, the employee must notify the supervisor or the Secretary-Manager as soon as practicable. Medical documentation from a health care provider for absences exceeding three days due to illness or injury, may be required for verification at the sole discretion of the District. Verification must be provided within a reasonable time period during or after the leave, but may not result in an unreasonable burden or expense on the employee.

For regular full-time employees unused paid sick leave may be accumulated from year to year but may not exceed a total of 1,040 hours, as of December 31 of each year. Sick leave balances will be reduced to 1,040 hours as of December 31 of each year, and at employees choice 25% of excess hours may be converted to vacation leave or paid at employee's straight time hourly rate into an employer provided tax-free contribution HRA VEBA trust account under IRS code 501c (9) at a rate of 33%. Employees with 20-24 years of service may convert to vacation leave at 40% or contribute to an HRA VEBA account at 50%. Employees with 25-29 years of service may convert to vacation leave at 50% or contribute to an HRA VEBA account at 60%. Employees with 30 or more years of service may convert to vacation leave at 60% or contribute to an HRA VEBA account at 70%. Minimum accrual of paid sick leave shall be 200 hours before deposits are made, except in the case of retirement. Accrued unused sick leave will not be paid out if employment with the District ends for any reason other than retirement.

For part-time and temporary employees paid sick leave may not exceed a total of 40 hours, as of December 31 of each year. Sick leave balances will be reduced to 40 hours as of December 31 of each year and excess will be forfeit, unless RCW 49.46.210, as it exists or is hereinafter amended, provides greater protection of benefits to an employee, in which case state law will control. When there is a separation from employment and the employee is rehired within twelve (12) 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 paid sick leave.

Upon retirement, as a longevity and good health incentive, for retirees with 20-24 years of service, 40% of unused sick leave shall be paid at employee's straight time hourly rate through the date of retirement or converted at 50% into an employer provided tax-free contribution HRA VEBA trust account outlined above. For retirees with 25-29 years of service, 50% of unused sick leave shall be paid at employee's straight time hourly rate through the date of retirement or converted at 60% into an employer provided tax-free contribution HRA VEBA trust account outlined above. For retirees with 30 or more years of service, 60% of unused sick leave shall be paid at employee's straight time hourly rate through the date of retirement or converted at 70% into an employer provided tax-free contribution HRA VEBA trust account outlined above. Unused sick leave hours eligible to be paid upon retirement cannot exceed the accumulated maximum of 1,040 hours.