



POLICY

TITLE: Leaves

POLICY NUMBER: 087

EFFECTIVE DATE: 1/25/2017

REVIEW DATE: 12/31/2019

SUPERSEDES POLICY NUMBER: HR 017; 03-14-05

AUTHORIZED BY: Board of Trustees

1. Purpose: The purpose of this policy is to provide various types of leave.
2. Scope: This policy applies only to Timberland Regional Library (TRL) staff members who are not represented by an exclusive bargaining representative pursuant to RCW 41.56.
3. Definitions:
 - a. For the purposes of leave sharing, “severe” and “extraordinary” conditions are defined as serious or extreme and/or life threatening.
 - b. A “relative” is limited to any person living with or legally dependent upon the employee, the parents of the employee, and children and step-children of the employee.
4. Policy:
 - a. Holidays

The following shall be designated as holidays:

New Year’s Day	Veterans’ Day
Martin Luther King’s Birthday	Thanksgiving Day
Presidents’ Day	Day following Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	

In addition to the holidays specified above, employees, upon the completion of their probationary period of employment, are entitled to two (2) non-cumulative personal holidays each calendar year. Personal holidays are pro-rated, based on FTE, for part-time employees.

Those holidays listed above shall be considered paid holidays and shall be paid for on a straight-time basis at the employee's basic rate of pay.

Employees who are on scheduled and approved vacation leave when a paid holiday occurs will receive their basic rate of pay for that holiday and will not be charged a day of vacation for that holiday, except when such holiday occurs during terminal leave.

Employees who are on authorized sick leave when a paid holiday occurs will receive their basic rate of pay for that holiday and will not have their sick leave accrual charged.

When a holiday occurs on a regularly scheduled day off, the holiday time shall be added to that employee's vacation accrual or the employee may receive pay at the straight time rate.

For part-time employees, payment for holidays shall be prorated based on FTE.

b. Vacation Leave

Vacation leave must be approved in advance.

Full-time employees in position classifications assigned to Pay Grades 21 through 51, and who are in pay status for fifteen (15) or more days during the month, shall accrue vacation leave credits based on the following schedule of continuous service with TRL:

Years of Service	Hours per Year	Days per Year	Monthly Equivalent in Hours
1	96	12	8.00
2	104	13	8.66
3-4	112	14	9.33
5-7	120	15	10.00
8-9	128	16	10.66
10-15	160	20	13.33

Full-time employees in position classifications assigned to Pay Grades 52 and above, and who are in pay status for fifteen (15) or more calendar days during the month, shall accrue vacation leave credits at the rate of twenty (20) days per year or one hundred sixty (160) hours per year.

Part-time employees shall accrue vacation leave credits under the same conditions as full-time employees, except that the accrual rate shall be pro-rated based on FTE.

The maximum number of vacation leave credits that may accrue is two hundred forty (240) hours for full-time employees. Part-time employees may accrue to a maximum of their FTE portion of two hundred forty (240) hours. Earned vacation hours in excess of this cap shall be rolled over to the employee's sick leave bank.

Upon separation from employment, accrued vacation leave shall be paid to employees or, if deceased, to their estates at the employees' current basic rate of pay, exclusive of special or premium pay.

Employees who are in the probationary period of employment shall not be entitled to take vacation leave or receive payment upon termination. However, vacation leave shall begin accruing at time of hire.

Vacation leave shall not accrue during leaves of absence without pay or layoffs.

Scheduling of vacation shall be based first upon the operational requirements of TRL and, second, upon the desires of the employee.

Vacation leave credits shall be used in amounts of not less than one-half hour for FLSA non-exempt employees and not less than one (1) day for FLSA exempt employees.

c. Wellness Leave

With prior approval, up to one hour per month may be granted to employees for preventative medical, dental or vision care.

d. Sick Leave

Full-time employees who are in pay status for fifteen (15) or more days during the month shall accrue eight (8) hours of sick leave credits per month.

Part-time employees shall accrue sick leave credits under the same conditions as full-time employees, except that the accrual rate shall be prorated based on FTE.

Sick leave shall not accrue during leaves of absence without pay or layoffs.

Sick leave shall be granted for any of the following reasons:

- Personal illness or physical incapacity;

- Enforced quarantine of the employee by a physician;

Injury or illness of any person living with or legally dependent upon the employee, parents of the employee, children and stepchildren of the employee, necessitating the employee's presence, up to a maximum of ten (10) working days, or as allowed by applicable state/federal law;

Medical or dental care of the employee, except that before such absence is charged to sick leave, an employee may be excused, with prior approval, a total of (1) hour per month for routine medical and dental appointments;

Medical or dental treatment of any person living with or legally dependent upon the employee;

Physical disability caused by pregnancy, miscarriage, abortion or childbirth, and recovery therefrom.

When employees go on sick leave, they must notify their supervisors as soon as possible, but not later than the beginning of their shift. Denial of sick leave pay may result unless there is a reasonable explanation by employees of failure to do so. TRL may require employees to provide written certification from a physician confirming that the employees have been incapacitated for work for the period of absence and are again physically able to perform their duties. Such certification may be required for any absence of three (3) or more consecutive workdays.

Absence for part of a day by FLSA non-exempt employees for reasons in accordance with the sick leave provisions shall be charged against accrued sick leave in an amount not less than one-half hour. Holidays and other regular days off shall not be charged against sick leave. FLSA exempt employees may take sick leave in an amount not less than one (1) day.

If employees are absent due to illness or injury for which they are receiving payment from Worker's Compensation, TRL's obligation shall be limited to the difference between the employee's regular wages and the amount received from the State. At the employee's option, sick leave may be charged on a pro rata basis in such a case until exhausted.

Employees who have accrued in excess of 480 hours of sick leave may annually in January elect to trade 24 hour increments of sick leave for 8 hours of vacation. An employee may not use this provision to deplete their sick leave balance below 456 hours. Part-time employees shall be eligible to trade sick leave under the same conditions and ratios as full-time employees, except that the requirements for participation be prorated based on their FTE. The exchange of sick leave to vacation leave shall be capped at 120 hours of sick leave exchanged for 40 hours in a calendar year.

e. Bereavement Leave

Upon the death of the following relatives of an employee, to wit: spouse, domestic partner, parent, foster parent, guardian, brother, sister, child, foster child, stepchild, ward, grandchild, grandparents, or any person living with or legally dependent upon said employee; or the death of any of the above-listed relatives of the spouse, or domestic partner of said employee, bereavement leave with pay will be granted as follows:

Up to twenty four (24) hours when the location of the funeral/burial is two hundred fifty (250) miles or less from the employee's residence.

Up to forty (40) hours when the location of the funeral-burial is more than two hundred fifty (250) miles from the employee's residence.

For the purpose of attending a non-relative funeral, or that of any relative not specified above, an employee will receive up to four (4) hours, non-cumulative, paid leave annually.

Part-time employees are entitled to their FTE portion of the above-stated hours.

f. Leaves of Absence without Pay

Leaves of absence without pay must be approved in advance.

A leave of absence without pay may only be granted by the Library Director for educational, military, personal, professional (job-related), child rearing, or other reasons applicable to leave with pay upon recommendation by an employee's supervisor, and when such leaves will not operate to the detriment of the service or operation of TRL. Such leaves may be granted up to a maximum of one (1) year. Leave shall not accrue during a leave of absence without pay.

TRL may permit the employee to return to his/her former position and pay if such is available, or to a similar position and former rate of pay if available.

g. Shared Leave

An employee may donate vacation and/or sick leave to a regularly scheduled part-time or full-time TRL employee under the conditions specified below. Donated leave may be transferable between employees throughout TRL.

An employee may be eligible to receive shared leave under the following conditions:

The employee is not eligible for time loss compensation under RCW 51.32. If the time loss claim is approved at a later time, all leave received shall be returned to the donors and the employee will return any and all overpayments to TRL.

The employee has abided by TRL policies and procedures regarding the use of sick leave.

The employee is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition, which has caused or is likely to cause the employee to take leave without pay or terminate his/her employment.

Prior to being considered as eligible for shared leave the employee must submit a medical certification from a licensed physician or TRL approved health care provider verifying the severe or extraordinary nature of the employee's/relative's/household member's condition and the expected duration of the condition.

All forms of paid leave available for use by the recipient must be used prior to using shared leave.

An employee may donate vacation leave to an eligible employee only to the extent that her/his vacation leave balance does not fall below sixty (60) hours, prorated for part-time equivalent. Any donated leave not used by the recipient during each incident/occurrence for which leave is requested hereunder shall be returned to the donor(s). The shared leave remaining will be divided among the donors on a prorata basis on the original donated value and returned at its original donor value and reinstated to each donor's vacation leave balance.

Employees may use up to a maximum of two hundred and sixty (260) days of shared leave during their employment with TRL. The recipient may only use donated leave for the purposes specified by TRL.

An employee may donate sick leave to an employee only to the extent that his/her sick leave balance does not fall below one hundred seventy six (176) hours, prorated for part-time equivalent.

The receiving employee shall be paid his or her regular rate of pay when using donated leave; therefore, one hour of shared leave may cover more or less than one hour of the recipient's salary. The dollar value of the donated leave is converted from the donor to the recipient. The leave received will be coded as shared leave and be maintained separately from all other leave balances.

All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating vacation leave for purposes of this program.

h. Emergency Leave

Should an emergency situation, as determined by TRL, result in the closure of a building to staff, employees shall receive their regular pay for the period of closing not to exceed sixteen (16) hours in a calendar year. Employees affected may be

temporarily reassigned elsewhere in TRL and will be reimbursed for travel expenses. Emergency leave is prorated for part-time employees based on FTE.

i. Inclement Weather Leave

Lateness or absence due to severe weather conditions or natural disasters, regardless of whether buildings are open or closed, shall be excused with regular pay up to a maximum of sixteen (16) hours in a calendar year. Inclement weather leave is prorated for part-time employees based on FTE

j. Civil Leave

Leave with pay will be allowed to permit an employee to serve as a member of a jury. Employees on such leave shall receive their basic salary and, in addition, shall be allowed to retain any compensation paid to them by their civil duty employer.

5. Citations: RCW 38.40.060; RCW 51.32; RCW 41.56
6. By the enactment of this policy, the Board of Trustees of the Timberland Regional Library concurrently rescinds any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees, January 25, 2017