



# Leaves Policy

**Policy Number: 087**  
Supersedes Policy #HR17 - 03/14/05

Approved: 11/20/2019

Authorized by: Board of Trustees

Effective: 01/22/2020 - 12/31/2022

Review Date: 09/31/2022

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) **Background:** None.

4) **Definitions:**

A. For the purposes of leave sharing, “severe” and “extraordinary” conditions are defined as serious or extreme and/or life threatening.

5) **Policy:**

A. Holidays:

The following shall be designated as holidays:

New Year’s Day

Martin Luther King’s Birthday

President’s Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day Following Thanksgiving

Christmas Eve Day

Christmas 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
16-20	176	22	14.66
21+	200	25	16.66

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 five (25) days per year or two hundred (200) 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 prorated 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. Employees may exceed the maximum accrual during the calendar year provided their vacation leave bank is not over the maximum accrual after the last pay period of the calendar year is processed. Earned vacation hours in excess of two hundred forty (240) will be converted to Sick Leave Bank with the December 16<sup>th</sup> -31<sup>st</sup> pay period.

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. The maximum amount of accumulated vacation leave that can be paid out to employees is two hundred forty (240) hours prorated by their FTE. Employees separating due to retirement from TRL may elect to use up to two weeks of vacation leave after their last day



of work, and take a cash payment of any remaining leave at current rate of pay, not to exceed the maximum amount of two hundred forty (240) hours prorated by the employee's FTE.

Employees who are in their initial probationary period of employment may use vacation leave after thirty (30) days, 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 (1/2) hour for FLSA non-exempt employees and not less than one (1) day for FLSA exempt employees.

C. Management Leave:

All management positions will receive a noncumulative Management Leave Bank on January 1<sup>st</sup> of each year. The amount of leave received will be as follows and prorated based on FTE:

Position	Hours per Year	Days per Year
Library Manager 1&2	16	2
Library Manager 3	24	3
District Manager	32	4
Director (excluding the Executive Director)	40	5

D. Wellness Leave:

With prior approval, up to one (1) hour per month may be granted to employees for preventative medical, dental or vision care.

E. 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:

1. Personal illness or physical incapacity;
2. Enforced quarantine of the employee by a physician;
3. 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;
4. 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 one (1) hour per month for routine medical and dental appointments;

5. Medical or dental treatment of any person living with or legally dependent upon the employee; or
6. 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 (1/2) 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 four hundred eighty (480) hours of sick leave may annually, in January, elect to trade twenty four (24) hour increments of sick leave for eight (8) hours of vacation. An employee may not use this provision to deplete their sick leave balance below four hundred fifty six (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 one hundred twenty (120) hours of sick leave exchanged for forty (40) hours in a calendar year.

**F. 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:

1. Bereavement leave with pay will be granted for up to five (5) working days as defined by the employee's regular work schedule;
2. With the approval of a Department Head, a regular employee may take up to one half (1/2) day of bereavement leave with pay to attend the funeral services of a coworker;
3. With the approval of a Department Head, a regular employee may use up to three (3) working days of Sick Leave in a calendar year for the purpose of attending a non-relative or friend's funeral, or that of any relative not defined in section E above; or
4. Part-time employees are entitled to their FTE portion of the above-stated hours.

G. 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 Executive 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.

H. 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:

1. 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;
2. The employee has abided by TRL policies and procedures regarding the use of sick leave;
3. 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.
4. All forms of paid leave available for use by the recipient must be used prior to using Shared Leave;

5. 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).
6. Employees may use up to a maximum of four hundred eighty (480) hours of Shared Leave within a calendar year and a maximum of two thousand and eighty (2,080) hours of shared leave during their employment with TRL;
7. The recipient may only use donated leave for the purposes specified by TRL;
8. An employee may donate sick leave to an employee only to the extent that his/her sick leave balance does not fall below four hundred eighty (480) hours, prorated for part-time equivalent;
9. An employee may donate a maximum of forty (40) hours of sick leave to an eligible employee per year for each qualifying event;
10. If an employee is within two (2) weeks of terminating or separating employment with TRL, they may only donate up to forty (40) hours of leave;
11. Leave donated to an eligible employee will not be returned to the donating employee; all unused Shared Leave hours can be donated to other employees seeking shared leave;
12. The receiving employee shall be paid his or her regular rate of pay when using donated leave. Leave will be transferred from the donor to the recipient on an hour-for-hour basis. The leave received will be coded as shared leave and be maintained separately from all other leave balances;
13. 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.

I. 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 as declared by the Executive Director or designee based on event need or employer determination.

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.

No Library Manager or Department Head shall reopen any facilities that have been designated as closed by the Executive Director.

J. 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.

K. 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. To be eligible for such leave, the employee may not be a party to the "action" involved or be beneficially interested in the action.

6) **References:**

A. None.

7) **Citations:**

A. RCW 38.40.060.

B. RCW 51.32.

C. RCW 41.56.

*Cheryl Heywood* 11/19/2019

Cheryl Heywood, Executive Director

*Jenna Hall* 11/19/2019  
President, Board of Trustees

*By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.*

