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Item Number: E14

Docket: A-030369
Administrative Policy

Staff: Cathy Taftezon, Director, Employee Services

Policy No. 3.37

WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION

Title: Sick Leave

Date: March 26, 2003

Contact: Human Resources

For More Information: Merit System Rule 356-18-050; 356-18-060; 356-18-070

Purpose:

The commission recognizes that employees may be absent from work due to illness, injury or preventative health care. This policy is to ensure agency employees have consistent, accurate information regarding sick leave.

Sick Leave Accrual

- The commission will credit full-time employees with eight hours of sick leave each month under the following conditions:
 - The employee has been employed for fifteen calendar days or more during the month;
 - Any leave without pay taken during the month will not count toward the fifteen calendar day requirement; and
 - Holidays that the employee is eligible for that fall within the qualifying fifteen days count toward the minimum requirement.

- An employee who works on a percentage basis will earn that percentage of his or her sick leave.

- The commission will compensate employees who work on an hourly basis in an amount proportionate to the time in pay status during the month required for full-time employment.

Sick Leave Use

- The commission will grant sick leave to employees when an employee is required to be absent from work for any of the following reasons:
 - Illness or injury of the employee or for preventative health care;
 - Exposure of the employee to contagious disease when attendance at work would jeopardize the health of others;
 - Disability of the employee due to pregnancy or childbirth; or
 - When an employee is required to be absent from work to provide care to the employee's spouse, child, parent, parent-in-law or grandparent with a serious health condition or an emergency health condition.

- For purposes other than serious health condition, the commission will grant up to five days of accumulated sick leave per occurrence when an employee is required to be absent from work to provide care to members of the employee's household or relatives of the employee or the employee's spouse who are ill or injured. For this instance, **relative** is defined as spouse, son or daughter eighteen years of age or older, grandchild, foster child, grandparent or parent.

- The commission will grant up to one day of sick leave per occurrence when the employee is required to be absent to provide care or transportation for a relative of the employee or the employee's spouse or for a member of the employee's household obtaining preventative health care. For this instance, **relative** is defined as spouse, son, daughter, grandchild, foster child, grandparent or parent. Members of household mean "persons who reside in the same home, who have reciprocal and natural and/or moral duties to and do provide support for one another. The term does not include persons sharing the same general house when the living style is primarily that of a dormitory or commune."

- The commission will grant up to three days sick leave per occurrence, or as extended by the commission for reasons of travel, when an employee is required to be absent from work due to the death of a member of the employee's household or relatives of the employee or the employee's spouse. For this instance, **relative** is defined as spouse, son, daughter, grandchild, foster child, son-in-law, daughter-in-law, grandparent, parent, brother, sister, niece, nephew, aunt, uncle, first cousin, brother-in-law or sister-in-law.

- The commission will grant up to three days of sick leave in any calendar year for unforeseen child care requirements for the employee's son, daughter, stepchild, or a child in the custody of and residing in the home of the employee.

- The commission may extend the employee's use of sick leave beyond what is normally approved.

- The commission will require a medical certificate from employees where:
 - There is cause to suspect sick leave abuse;
 - An employee is returning to work following an extended or serious illness, injury or surgery;
 - An employee has a contagious illness; or
 - An employee has been on sick leave for more than ten continuous workdays.