

**EAST COUNTY FIRE & RESCUE**  
**Policies, Procedures, and Guidelines**

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**SUBJECT: Sick Leave**

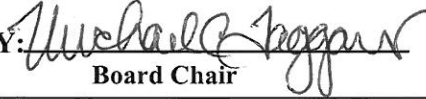
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**APPROVED BY:**

  
Board Chair

**REVISED:**

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**POLICY: Benefits**

**Sick Leave**

Full-Time Employee's working a 40 hour work shall be entitled to accrue sick leave based upon a rate of eight (8) hours per month. A maximum of 1040 hours of paid sick leave may be accumulated. Accrual rates and maximum accruals may differ for employees represented by a bargaining agreement.

Full-Time Employees working a 24/48 hour work week shall be entitled to accrue sick leave based upon a rate of twelve (12) hours per month. A maximum of 1540 hours of paid sick leave may be accumulated. Accrual rates and maximum accruals may differ for employees represented by a bargaining agreement.

Part-Time Employees shall accrue sick leave at a rate of 1 hour per 40 hours worked. A maximum of 40 hours of paid sick leave may be carried over from year to year.

Part-Time Employees are entitled to use paid sick leave beginning on the ninetieth calendar day after the commencement of his or her employment.

Sick leave may be used only for reasons identified in RCW 49.46.210, including absences that qualify for leave under the domestic violence leave act, chapter 49.76 RCW.

All Employees may be required to present verification when sick leave is used for more than three (3) consecutive days in which the employee is scheduled to work. For 24 hour shift employees days shall be interpreted as a 24 hour shift even if the shift falls on two calendar days.

Employees shall be entitled to use accrued vacation time when accrued sick leave has been exhausted.

The District will not pay for any sick leave remaining at the time of separation from employment regardless of whether such separation is initiated by the District or the Employee.

An Employee may transfer accumulated sick leave to another employee of the District. This would allow for employees who have exhausted all sick-leave to remain at home with immediate family members who are ill, or when the employee needs additional time for recovery from an injury or illness. Employees shall not receive compensation or remuneration from another employee for whom sick-leave is transferred. When sick leave is transferred between employees of different rank, classification, or pay range, sick leave will be charged based on hourly rate of pay.

The District shall reinstate an employee's previously accrued, and unused, paid sick leave if it rehires an employee within 12 months of separation. Upon rehire, the District will provide

notification to the employee of the amount of accrued, and unused, paid sick leave available for use by the employee.

If an employee is rehired within 12 months of separation, the employee will not be required to wait another 90 calendar days to use the reinstated sick leave if the employee met that requirement during the previous period of employment.

If an employee did not meet the 90-day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked will apply to the 90 day requirement for purposes of determining the employee's eligibility to use paid sick leave.