

**CITY OF MONROE  
RESOLUTION NO. 004/2018**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
MONROE, WASHINGTON, ADOPTING THE SICK LEAVE  
POLICY**

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WHEREAS, the City Council of the City of Monroe recognizes Initiative 1433 was approved by Washington voters.

WHEREAS, the City Council of the City of Monroe adopts policy changes to comply with the Initiative 1433.

WHEREAS, the City Council of the City of Monroe intends for the policy to remain aligned with the Initiative.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Adoption of Changes to the Sick Leave Policy. The City of Monroe Sick Leave Policy is adopted as attached as Exhibit A.

Section 2. Effective Date 3/20/2018. This resolution shall take effect immediately upon passage.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this 20<sup>th</sup> day of April, 2018.

Approved: March 20, 2018  
Effective: March 20, 2018

CITY OF MONROE, WASHINGTON

(SEAL)

  
\_\_\_\_\_  
Geoffrey Thomas, Mayor

ATTEST:

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Elizabeth M. Adkisson, MMC, City Clerk

  
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J. Zachary Lell, City Attorney

## CITY OF MONROE

**POLICY SUBJECT: Sick Leave Policy Changes**

***The statements contained in this policy are guidelines and summaries. They do not bind the City of Monroe. The City reserves the right to change, revoke or make exceptions to city policies at any time and at its sole discretion.***

### 1.0 PURPOSE

The policy defines, describes, and delineates the applicability of the various rules, laws, and collective bargaining agreement(s) that may be applicable to sick leave use for Full Time, Part Time, Seasonal, and Temporary employees of the City of Monroe.

### EXPLANATION OF KEY TERMS

**Child:** A child includes biological, adopted, foster and step children or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto or is a de facto parent. Regardless of age or dependency status.

**Full Time:** An employee who is expected to work at least 40 hours per week on an ongoing and sustained basis.

**Family Member:** Child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling.

**Paid Leave:** Leave provided for illness or the treatment of illness as defined in RCW 49.46, community disaster relief, death in the family, military service, jury duty, witness service and, industrial injury/illness waiting period.

**Parents:** 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.

**Part-Time:** An employee who is expected to work less than 40 hours per week on an ongoing and

### Sick Leave

#### Approved Uses

Approved uses of employee sick leave include 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; or to allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; or to provide 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; or for absences that qualify for leave under the domestic violence leave act, chapter 49.76 RCW.

Sick leave may be used until the employees leave bank is exhausted. Usage of sick leave requires employees to notify their supervisor in a manner consistent with this policy and RCW 49.46.

**Accrual**

Sick leave will be accumulated as shown in the table below and in a manner not less than is specified in RCW 49.46:

<b>Employment Type</b>	<b>Accrual Rate</b>	<b>Eligibility</b>
Full-Time	Eight hours per each calendar month of completed service	Upon accumulation of leave
Part-Time	Pro-rated based on actual hours worked. For example: Four hours per each calendar month of completed service	Upon accumulation of leave
Seasonal	One hour per forty hours of completed service	Upon accumulation of leave
Temporary	One hour per forty hours of completed service	Upon accumulation of leave

Employees are not permitted to use sick leave in excess of their accrued balance.

**Verification**

For sick leave exceeding three working days, the employee may be required to provide the City with physician's certification and approval for return to work. If requested, the employee will have 10 days to provide verification. If an employee anticipates providing verification will result in an unreasonable burden or expense, the employee must provide an explanation of the unreasonable burden or expense for consideration.

**Sick Leave at time of separation**

For Seasonal and Temporary employers, at time of separation accrued unused sick leave hours will be forfeited.

**Reinstatement**

If an employee leaves employment and is rehired within 12 months of separation any accrued, unused sick leave will be reinstated to the employee's sick leave balance and available for immediate use.