Sick Leave

HR 84. The parish provides sick leave pay to employees who work twenty or more hours per week when they are absent from work for occupational or non-occupational reasons due to disability or illness for themselves, serious health conditions of immediate family members (spouse, son/daughter, parent, parent-in-law or grandparent) and for care of a minor/dependent child’s health condition, weather closures and extended bereavement, subject to the following provisions:

84a. Full-time employees accumulate eight hours of paid sick leave per month worked. Part-time employees working at least twenty hours per week accrue sick leave on a prorated basis according to the number of hours regularly worked each week. For example, an employee that regularly works twenty hours per week would accrue four hours per month. Employees may accumulate sick leave hours to a maximum of the equivalent of thirteen work weeks. Once sick leave hours are taken and the balance is less than thirteen weeks of leave, sick leave will again begin to accrue until the maximum limit is reached. Sick leave may be taken by an employee as soon as it is accrued.

84b. If an employee’s sick leave is exhausted, he/she will be required to use all but one week of available vacation leave. Once all available paid leave has been exhausted, the remainder of the time of will be unpaid. For non-exempt employees this will be calculated in quarter hour increments and for exempt employees in daily increments.

84c. Sick leave continues to accrue during the paid portion of sick and vacation leave. Sick leave does not accrue during an unpaid leave of absence or when the employee is receiving Long Term Disability or workers’ compensation benefits.

84d. Hours that are not worked but are paid as sick leave do not count as hours worked in calculating overtime. If a holiday observed by the parish occurs while an employee is sick and on a day the employee would normally have worked, holiday pay is received; sick leave is not charged for that day.

84e. Employees must use a minimum of fifteen minutes for any time sick leave is used. Terminating employees will not be paid for any unused sick leave. Sick leave is not transferable to other employees.

84f. Any accrued sick leave balance will be lost if an employee changes from a benefits eligible status to a part-time basis of less than twenty hours a week. If the employee returns to eligible status within twelve months, the previous sick leave balance will be reinstated.

84g. The employer reserves the right to require an employee to provide medical verification of an illness or injury.

84h. The employer has the right to require that the employee provide confirmation from the appropriate licensed health/medical professional (e.g. physician, psychiatrist, psychologist) that the employee is able to return to work if the employee has taken more than five consecutive days of sick leave.
84i. If an employee has been out of work on sick leave for five consecutive days, FML begins on the sixth day of sick leave. Classifying the leave as FML is conditional, pending documentation.

84j. Employees terminating from a parish, school or other employer that participates in the health, welfare and retirement plans of the Corporation of the Catholic Archbishop of Seattle (CCAS) who are hired at another parish within one month are eligible to transfer a maximum of one third of the accumulated sick leave credits to the new place of employment.

84k. Employees who terminate from the parish and return to work at the same parish within twelve consecutive calendar months will have all earned, unused sick leave reinstated.

Sick/Safe Leave (Seattle only)

HR 85. Employees working within Seattle city limits are eligible for sick/safe leave in accordance with current city municipal code. For more information, see the Manager’s Toolkit: www.seattlearchdiocese.org/HR.