

Leaves Policy

Purpose

The purpose of this policy is to explain various types of leave available.

Scope

This policy applies to all Timberland Regional Library (TRL) regular employees.

Policy

Holidays

The following holidays and shall be considered paid holidays and will be considered as straight-time and paid at the employee's basic rate of pay.

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Juneteenth
- Labor Day
- Veterans Day
- Thanksgiving Day
- Native American Heritage Day
- Christmas Eve Day
- Christmas Day

Personal Holiday(s)

Employees in pay Range 68 and below are entitled to two (2) non-cumulative personal holidays each calendar year. Probationary employees may use their personal holiday(s) after six (6) months of employment.

Employees at pay Range 69 or above are entitled to four (4) non-cumulative personal holidays each calendar year. Probationary employees may use their holiday(s) after six (6) months of employment.

Personal holidays are pro-rated, based on FTE, for part-time employees.

Employees who are on scheduled and approved paid 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.

Employees who are on authorized paid 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.

An employee must be in paid status the scheduled workday before and the scheduled workday after a holiday to receive holiday pay.

Vacation Leave

Vacation leave must be approved in advance.

Full-time employees who are in paid 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 pro-rated based on FTE.

The maximum number of vacation leave credits that may accrue is not limited.

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 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 their 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 the initial one (1) year probationary period shall not be entitled to payment for vacation or personal holiday leave upon termination. However, vacation leave shall begin accruing at the time of hire.

Vacation leave shall begin accruing at the time of hire. Employees who are in their initial probationary period of employment may use accrued vacation leave after thirty (30) days.

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. To request vacation leave, employees shall request and receive approval from their supervisor prior to usage.

Vacation leave credits shall be used in amounts of not less than one quarter (1/4) hour for FLSA non-exempt employees and not less than one (1) day for FLSA exempt employees.

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 be accrued during leaves of absence without pay or layoffs. Sick leave shall be granted for any of the following reasons:

- Personal illness or physical incapacity.
- Enforced quarantine of the employee by a physician.
- 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.
- 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.
- Medical or dental treatment of any person living with or legally dependent upon the employee as allowed by applicable state and federal law.
- Physical disability caused by pregnancy, miscarriage, abortion or childbirth, and recovery therefrom as allowed by applicable state and federal law.

When employees request 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 employee has 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 scheduled workdays.

Absence for part of a day by Represented 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 quarter (1/4) hour. Holidays and other regular days off shall not be charged against sick leave.

Absence for part of a day by Represented FLSA exempt employees for reasons in accordance with the sick leave provisions shall take sick leave in an amount not less than four (4) hours in 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 more than 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 are 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.

Bereavement Leave

- Upon the death of the following relatives of an employee, to wit: Bereavement leave with pay will be granted up to two (2) weeks for the death of a spouse, domestic partner (with signed affidavit), or child.
- Bereavement leave with pay will be granted up to three (3) working days as defined by the employee's regular working schedule for the below listed relatives:
 - Step-children, children-in-laws, foster children, ward, grandchildren, parents, grandparents, step-parents, parents-in-laws, foster parents, guardians, in loco parentis, siblings, step-siblings, sibling-in-law regardless of their residence; individuals for whom the employee is serving as the executor of a deceased party's estate (with documentation provided to Human Resources):
 - Any person living with or legally dependent on said employee;
 - Any of the above-listed relatives of the spouse or domestic partner (with signed affidavit) of said employee.
- With the approval of the Executive Director or designee, 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.
- With the approval of the Executive Director or designee a regular employee may use up to three (3) working days of their earned leave for the purpose of attending a non-relative or friend's funeral, or that of any relative not defined above.
- Part-time employees are entitled to their FTE portion of the above-stated hours.

Discretionary Leaves of Absence

Leaves of absence must be approved in advance. A leave of absence may be granted by the Executive Director or designee for educational, 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.

- A leave of absence may be granted up to a maximum of six (6) months.
- A request for a discretionary leave of absence must be submitted in writing a minimum of thirty (30) calendar days and approved prior to the requested date the leave is to commence unless the request is due to an emergency. This notice period may be waived at the discretion of the Executive Director or designee.
- Benefits shall not accrue during a leave of absence without pay. However, an employee on such leave shall be permitted to return to their former position and pay, if such is available, or to a similar position and former rate of pay.

Washington Paid Family and Medical Leave (WAPFML)

The Employer will pay one hundred (100%) percent of the premium cost for the Washington State Paid Family and Medical Leave program.

The following will apply to employees who receive WAPFML benefits:

- Employees must notify the Employer of the need for leave. Thirty (30) days' written notice in advance of absence is required for foreseeable leave, or as soon as practicable when the leave is unforeseeable.
- When WAPFML and FMLA both apply, employees receiving WAPFML benefits may retain their entire accrued leave balance.

Family Medical Leave Act (FMLA)

All employees of Timberland Regional Library are qualified to benefit from the Federal Family Medical Leave Act, regardless of the total number of staff within an individual library branch, or distance to the Service Center.

Emergency Leave

When a library or work location is closed due to conditions impacting the safety of employees and patrons, Emergency Leave will be granted at the discretion of Director or designee.

Civil Leave – Jury Duty/Court/Subpoenas

Any employee who is called for jury duty shall receive from the Employer their regular pay for the actual time that they are required to be absent from work because of jury duty, and, in addition, shall be allowed to retain any compensation paid to them by their civil duty employer

Employees will promptly inform the Employer when they receive a subpoena. A subpoenaed employee will receive paid leave during scheduled work time to appear as a witness in court or administrative proceeding, provided:

- The employee has been subpoenaed on the Employer's behalf, or
- The subpoena is for a legal proceeding which is unrelated to the personal or financial matters of the employee and is related to an incident witnessed during the course of employment.

Military Leave

Military leave shall be granted in accordance with applicable law. Pursuant to RCW 38.40.060, employees shall be allowed up to twenty-one (21) working days of paid military leave per year (October 1 through September 30).

Pursuant to applicable regulations, an employee shall not be required to provide orders prior to being granted leave; however, the employee may be required to provide their appropriate documentation after using military leave, which covers the period of leave.

Citations

RCW 38.40.060.

RCW 51.32.

RCW 41.56.

Effective 1/1/2026

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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.