

4.27 Sick Leave Benefits

SWPRD provides paid sick leave benefits to eligible employees for periods of temporary absence due to illnesses or injuries. Employees in the following employment categories are eligible for sick leave:

* Regular full-time employees

Once eligible, Full-time employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year." This is the 12-month period that begins when you start earning sick leave. Unused sick leave benefits will be allowed to accumulate until you have accrued a total of 60 calendar days of sick leave benefits. Once 60 days of sick leave benefits have been accrued, any unused sick leave accruals above the 60 days reserve will be paid out at the end of the calendar year at 100%.

*Part-time/Seasonal employees

Part-time/Seasonal employees accrue paid sick leave at the rate of one hour of paid sick leave for every 40 hours worked.

Part-time/Seasonal employees are entitled to use accrued paid sick leave beginning the 90th calendar day after the start of their employment.

Part-time/Seasonal employees may carry over any unused sick leave of 40 hours or less over to the next calendar year.

Paid sick leave can be used in minimum increments of one-quarter hour. You may use sick leave benefits for an absence due to your own illness or injury, or that of your child, parent, or spouse. You may only use sick time as it accrues, any time off that is taken for illness beyond sick time accrued will be processed as unpaid leave.

If you are unable to report to work due to illness or injury, you should notify your supervisor before the scheduled start of your workday if possible. Your supervisor must also be contacted on each additional day of absence.

If you are absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. The same verification may be requested for other sick leave absences as well and may be required as a condition of receiving sick leave benefits. Before returning to work from a sick leave absence of 3 calendar days or more, you must provide a physician's verification that you may safely return to work.

Sick leave benefits will be calculated based on your base pay rate at the time of the absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

As an additional condition of eligibility for sick leave benefits, if you are on an extended absence, you must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that you are eligible to receive from state disability insurance, workers' compensation, or SWPRD-provided disability insurance programs. The combination of any such disability payments and sick leave benefits may not exceed your normal weekly earnings.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Upon termination of employment, an employee with a balance of accrued sick time shall be entitled to receive compensation based on a graduated schedule of months of service, such as:

<u>Months of Service</u>	<u>% of Accrual</u>
25-48	10%
49-72	20%
73-96	30%
97-	40%