



# VanderHouwen

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## WASHINGTON SICK TIME POLICY

Effective January 1, 2018

VanderHouwen provides its employees with sick time in accordance with the state of Washington Sick Leave law. In the event of any conflict between this policy and applicable law, the law will be followed. For any questions about sick time, please contact Human Resources at [hr@vanderhouwen.com](mailto:hr@vanderhouwen.com).

### **Eligibility**

VanderHouwen contractor employees working in the state of Washington will begin accruing sick time on the first day of employment. Eligible employees may begin using sick time on their 90<sup>th</sup> calendar day of employment and may use sick time as it is accrued. For purposes of sick time, the year is defined as January 1 through December 31.

### **Sick Time Accrual**

Eligible employees earn 1 hour of sick time for every 40 hours worked. An employee may carry over up to 40 hours of accrued, unused sick time for use in subsequent years.

Each employee will be provided a written accounting at least monthly of the amount of accrued and unused sick time available. *Please check your pay stub for this information or contact [hr@vanderhouwen.com](mailto:hr@vanderhouwen.com).*

### **Qualifying Absences**

Sick time may be used for the following reasons:

- An 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;

- To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; 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.
- An employee is also authorized to use paid sick leave for absences that qualify for leave under the domestic violence leave act

For purposes of this policy, “family member” is defined to include a child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status; a 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; a spouse; a registered domestic partner; a grandparent; a grandchild; or a sibling.

### **Use of Sick Time**

Sick time may be used for qualifying absences in increments of one hour and may be used to cover all or part of a shift. Employees must use sick time for qualifying absences. However, employees may choose to trade shifts instead of using sick time if approved by his or her supervisor. When using sick time, employees are not required to find coverage for their shift.

When using sick time, employees will be paid at the rate the employee would have earned had they not been absent, however, employees will not be paid for lost tips, commissions, or overtime.

Accrued, but unused sick time will not be paid to the employee upon termination, resignation, retirement, or other separation of employment. An employee rehired within 12 months of separation is entitled to use previously accrued sick time immediately upon re-employment.

### **Employee Notice**

For planned sick time, the employee should notify Human Resources up to 10 days prior to the date the time will commence or as soon as practicable. Employees must make reasonable efforts to schedule planned sick leave in a manner that does not unduly disrupt operations.

When sick leave is unforeseeable, the employee must verbally notify his or her supervisor and send a message to [HR@vanderhouwen.com](mailto:HR@vanderhouwen.com) of the need for sick leave before the start of the scheduled work shift, or as soon as practicable, and needs to submit a written sick leave request to Human Resources within 3 days of returning to work.

### **Employee Documentation**

Employees are to submit VanderHouwen's Paid Sick/FMLA/FLA Leave Request Form when requesting paid sick time for the appropriate pay period. If you use sick time for more than three consecutive scheduled work days, we may request verification that your use of sick time is for an authorized purpose. Verification should be provided within ten (10) calendar days following the first day on which you use paid sick leave. We will not require the information provided to include the nature of the condition and will treat any information received in a confidential manner consistent with applicable privacy laws. You have a right to assert orally or in writing that the verification requirement results in an unreasonable burden or expense. In such cases, we will make a reasonable effort to identify and provide alternatives for you to meet the verification requirement in a manner that does not result in an unreasonable burden or expense on you.

### **Interaction with Other Leave**

An employee's use of sick time may run concurrently with other leave under state and federal law, including leave taken pursuant to the Washington Family Leave Act (WFLA) or Family Medical Leave Act (FMLA).

**Prohibition on Discrimination**

No employee will suffer discrimination or retaliation for requesting, using, or complaining that they are not receiving sick leave. You may file a complaint if you feel sick leave has been denied or if you believe you have suffered retaliation for requesting or taking sick leave. You are also encouraged to bring any concerns to HR or your manager about the use of sick leave or possible retaliation.