Docusign Envelope ID: 94D8B03C-60A8-8909-831B-F3DDB8F6C4F5

ARTICLE 18: SICK TIME OFF

18.1. Sick Time Off.

A. **Accrual.**
Full-time employees (prorated for part-time) shall accrue eight (8) hours of sick time off for each month of completed regular monthly service. Full-time and part-time employees with unpaid time off exceeding 80 hours in a month (prorated for part-time) will earn a monthly accrual proportionate to the number of hours in pay status, in the month to that required for full-time employment. Employees working less than a full-time schedule will earn a monthly accrual proportionate to the number of hours in pay status, in the month to that required for full-time employment. Sick time off accruals must not exceed eight hours in a month and may not be used in advance of the accrual.

B. **Sick Time Off – Use.**
Sick time off shall be allowed to an employee under the following conditions.

1. Because of and during illness, disability or injury which has incapacitated the employee from performing required duties.
2. By reason of exposure of the employee to a contagious disease during such period as attendance on duty would jeopardize the health of fellow employees or the public.
3. When an employee's child's school or place of care has been closed for a health-related reason or after the declaration of an emergency by a local or state government or agency, or by the federal government.
4. Because of a health condition of a family member that requires treatment or supervision, or that requires the presence of the employee to make arrangements for extended care.
   Family members includes biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or domestic partner, or a person who stood in loco parentis when the employee was a minor child; sibling, spouse, state registered domestic partner, grandparent, grandchild, or child, regardless of age or dependency status, including a biological, adopted or foster child, stepchild, child's spouse, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent. Family members include those persons in a "step" relationship. Family member includes any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee cares for the person, and that individual depends on the employee for care. "Family member" includes any individual who regularly resides in the employee's home, except that it does not include an individual who simply resides in the same home with no expectation that the employee care for the individual.

Docusign Envelope ID: 94D8B03C-60A8-8909-831B-F3DDB8F6C4F5

5. To provide emergency child care (as in Article 25) or because of condolence or bereavement (as in Article 26)
6. For personal medical, dental, or optical appointments or for family members' appointments when the presence of the employee is required, if arranged in advance with the Employer.
7. When an employee is required to be absent from work to care for members of the employee's household or family members because of emergencies not covered above.
8. When requested as a supplemental benefit while receiving a partial wage replacement for paid family and/or medical leave under Title 50A RCW. This time off may be subject to verification that the employee has been approved to receive benefits for paid family and/or medical leave under the Title 50A RCW.
9. If the employee or the employee's family member is a victim of domestic violence, sexual assault, stalking, or hate crime as defined in RCW 49.76.020. The Employer may require that the request for leave is supported by verification per Administrative Policy Statement 46.8.
10. For an employee to be with a spouse or registered domestic partner who is a member of the armed forces of the United States, National Guard, or reserves after the military spouse or registered domestic partner has been notified of an impending call or order to active duty, before deployment, or when the military spouse or registered domestic partner is on leave from deployment.
11. When an employee requests to use sick time off for the purposes of parental leave to bond with a newborn, adoptive, or foster child for a period of up to eighteen (18) weeks. Sick time off for this purpose must be taken during the first year following the child's birth or placement.
12. To allow the employee to prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or employee's family member.

C. **Use of Vacation Time Off, Personal Holiday, or Compensatory Time Off for Sick Time Off Purposes.**
An employee who has used all accrued sick time off may be allowed to use accrued vacation time off, personal holiday time off, and/or compensatory time off for sick time off purposes when authorized by the employee's departmental supervisor. All available compensatory time must be used prior to accrued vacation time off, unless this will result in the loss of vacation time. ~~An employee must be granted the use of accrued compensatory time to care for spouse, domestic partner, parent, parent-in-law, grandparent, minor/dependent child who has a serious health condition; for domestic violence leave; military spouse leave; and when requested as a supplemental benefit (as an example PFML).~~

D. **Restoration of Vacation Time Off.**
In the event of an incapacitating illness or injury during vacation, the employee's supervisor may authorize the use of sick time off and the equivalent restoration of any vacation time off otherwise charged. Such requests shall be in writing, and a medical certificate may be requested.

Docusign Envelope ID: 94D8B03C-60A8-8909-831B-F3DDB8F6C4F5

E. **No Abuse of Sick Time Off.**
Both parties agree that neither the abuse nor the arbitrary denial of sick time off will be condoned. The Employer and the Union agree to work cooperatively toward the resolution of mutually identified problems regarding the use of sick time off.

F. **Sick Time Off Verification.** The Employer will not require verification for absences of three (3) consecutive work days or fewer. Such verification or proof may be given to the supervisor/manager or Human Resources according to departmental policy. The Employer will not make unreasonable requests for sick time off verification.

~~F.~~G. If an employee is sent home due to illness by the Employer and the employee does not have any sick time available, the absence will be marked as authorized leave without pay for the first day of the absence.

18.2. Sick Time Off Cash Out.
Eligible employees may elect to receive monetary compensation for accrued sick time off as follows:

In January of each year an employee whose sick time off balance at the end of the previous year exceeds four hundred eighty (480) hours may elect to convert the sick time off hours earned in the previous calendar year, minus those hours used during the year, to monetary compensation. No sick time off hours may be converted which would reduce the calendar year end balance below four hundred eighty (480) hours. Monetary compensation shall be paid at the rate of twenty-five percent and shall be based on the employee's current salary. All converted hours will be deducted from the sick time off balance.

Employees who separate from University service due to retirement or death shall be compensated for the unused sick time off accumulation from the date of most recent hire in a leave eligible position with the State of Washington at the rate of 25%. Compensation shall be based upon the employee's wage at the time of separation. For the purpose of this section, retirement shall not include vested out of service employees who leave funds on deposit with the retirement system. For employees who retire, the Employer will deposit funds in accordance with Article 19 Voluntary Employee Beneficiary Associations. For employees who separate due to death, the applicable compensation will be paid with the deceased's final pay.

In accordance with state law, former eligible employees who are re-employed within five (5) years of separation shall be granted all unused sick time off credits, if any, to which they are entitled at time of separation.

18.3. Family Care Leave.
In accordance with RCW 49.12 and WAC 296-130, employees shall be allowed to use any or all of their choice of sick leave or other paid time off to care for a family member (as defined above) who has a serious health condition or an emergency condition. Employees shall not be disciplined or otherwise discriminated against because of their

Docusign Envelope ID: 94D8B03C-60A8-8909-831B-F3DDB8F6C4F5

130 exercise of these rights.

131

132 Tentatively Agreed To:
133
134 For the Union: For the Employer:
135
136 Signed by: Becky K. Stephens 530E07D4212E4C6... DocuSigned by: Catherine Scheid 9BED1964C6434D0...
137 Date: 9/16/2026 Date: 9/16/2026

138