




January, 2018

To: Temporary Hourly and Student Employees (Including State and Federal Work Study Students)

From: Camille Gatza, Executive Director of Human Resources 

RE: New Paid Sick Leave & Minimum Wage Increase

Sick Leave Law

Initiative Measure No. 1433 (I-1433) was passed by Washington State voters on November 8, 2016 and was written into Chapter 49.46 RCW Minimum Wage Requirements and Labor Standards. In addition to increasing the *minimum wage*, it requires Bellingham Technical College to provide hourly and student employees with *paid sick leave*. This law does not apply to employees who are ineligible for overtime such as Professional Staff employees, Administrators and Faculty (including Adjunct Faculty).

On the reverse, are some Questions and Answers to this new law.

Minimum Wage Increase

Washington State's minimum wage increased from \$11.00 to \$11.50 per hour starting on January 1, 2018.

Questions?

Information and updates will be posted on the BTC internet and intranet Human Resources Department Sites. You may also email the Human Resources Office at hr@btc.edu.

More information about I-1433 and paid sick leave can be found on the Washington State Department of labor & Industry website at <http://www.lni.wa.gov>

Paid Sick Leave Questions & Answers – January 2018

Who is eligible at Bellingham Technical College?

Part-time temporary hourly and student employees (including work study students).

What is the Paid Sick Leave Accrual year?

For this law, the accrual year is January 1 to December 31, annually.

How much sick leave will I accrue?

You will accrue 1 hour of sick leave for every 40 hours you work, in .25 hour increments. For example: 50 hours worked in January= 1.25 hours sick leave.

When will I start accruing sick leave?

You will begin accruing sick leave for all hours worked on and after January 1, 2018.

How much will I be paid for sick leave taken?

You will be paid your normal hourly rate you would have been paid if had you worked.

How can I view my leave balances?

Employees may view their paid sick leave balances each month on-line in Earnings History, (with pay check information). It will include: Accrued paid sick leave since the last pay period; Used paid sick leave since the last pay period; Current balance of paid sick leave available for use.

What can I use the sick leave for?

You may use this accrued paid sick leave for the following reasons:

- To care for yourself or a family member (*Child (biological, adopted, foster, step, or legal guardian), Parent or parent-in-law, Grandparent or grandchild, Sibling, Spouse or State registered domestic partner (see HR to determine if a domestic partner qualifies), with mental or physical illness, injury or health condition, or for preventative care such as medical, dental, or optical appointments, and/or treatment.*
- When you or a family member is the victim of sexual assault, domestic violence, or stalking.
- Child's school or place of care is closed by a public official for any health-related reason.

How do I report my sick leave taken?

Sick leave must be reported on your timesheet. Be sure to notate which days/hours are for sick leave. Leave can be used in increments of 0.25 hours (15 minutes) or greater.

If I am out, can I be paid sick leave and also make up my time that week?

No, scheduled hours may not be made up at another time. Employees must adhere to their planned weekly schedule.

How much can I have during the year and how much can I carry-over each calendar year (January 1, annually)?

There is no cap during the year. At the end of the year (December), an employee would lose all hours in excess of 40 in January.

Do I need to submit a doctor's note?

A doctor's note may be requested if the employee misses more than 3 days of work.

What happens if I separate employment?

If you separate from employment, any accrued and unused paid sick leave at the time of separation is not paid out to the employee.

What if I return to Employment at Bellingham Technical College?

If you leave employment and are rehired within 12 months of your last date of work, any accrued, unused paid sick leave will be reinstated to your paid sick leave balance.

Am I able to participate in Bellingham Technical College's Shared Leave Program?

No.

****Retaliation for using paid sick leave for authorized purposes is prohibited.***

For questions, please email Human Resources at hr@btc.edu.