



## Student-Employee Paid Sick Leave Notification

You are entitled to accrue paid sick leave beginning January 1, 2018 **or** on your starting date of employment if you were hired after January 1, 2018. This leave will accrue at one (1) hour of paid sick leave for every forty (40) hours you work.

You may use this accrued paid sick leave only for the following reasons (as outlined at RCW 49.46.210(1)(b) and (c)):

- To care for yourself or a family member in the event of mental or physical illness, treatment or diagnosis of such illness, or preventative medical care;
- For absences that qualify for leave under the state Domestic Violence Leave Act; or
- In the event the university or your child's school or place of care is closed by order of a public official for any health-related reason.

Seattle University's accrual year follows the fiscal year and is July 1<sup>st</sup> through June 30<sup>th</sup>.

Accrued, unused paid sick leave balances of 40 hours or less will be carried over to the following year. Accrued, unused paid sick leave over 40 hours will be forfeited. Sick leave will not be eligible for pay out upon separation or graduation from Seattle University.

You are entitled to use accrued paid sick leave once it has been earned. Student-Employees cannot be paid for sick leave in a "deficit balance" against future accruals. Therefore, additional approved time away for which a Student-Employee does not have sufficient sick leave accrued constitutes unpaid time.

Retaliation for using paid sick leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act (chapter 49.46 RCW), is prohibited.

---

Print Student-Employee's Name

---

Student-Employee's Signature

---

Date

(Signed copy to be placed in Student-Employee's employment file and a copy given to the Student-Employee for their records)

  

---