

RESOLUTION NO. 2018-23

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
ADOPTING A MASON TRANSIT AUTHORITY SICK LEAVE POLICY.**

WHEREAS, in addition to the Washington Paid Sick Leave Policy, Mason Transit Authority Sick Leave (MTASL) is available for all regular full-time employees to use for qualifying reasons set forth in the Mason Transit Authority Sick Leave Policy (POL310);

WHEREAS, POL310 details the use of MTASL and for excused/unexcused absences;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT PUBLIC TRANSPORTATION AREA AUTHORITY BOARD that the Mason Transit Authority Sick Leave Policy (POL310), which is attached hereto and incorporated herein, be established and adopted.

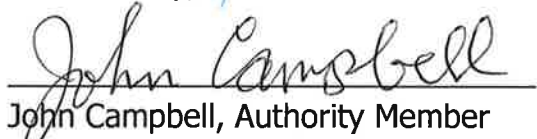
Adopted this 18th day of December, 2018.



Kevin Shutty, Chair



Wes Martin, Vice-Chair



John Campbell, Authority Member

Kevin Dorcy, Authority Member



Terri Drexler, Authority Member



Randy Neatherlin, Authority Member



Deborah Petersen, Authority Member



Don Pogreba, Authority Member



Sandy Tarzwell, Authority Member

APPROVED AS TO CONTENT:



Danette Brannin, General Manager


APPROVED AS TO FORM:



Robert W. Johnson, Legal Counsel

ATTEST: Tracy Becht
Tracy Becht, Clerk of the Board

DATE: December 18, 2018

	<p>Title: Mason Transit Authority Sick Leave Policy</p> <p>Number: 310</p> <p>Effective: December 18, 2018</p> <p>Cancels: N/A</p> <p>Prepared by: LeeAnn McNulty, Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 2018-23</p>
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POL-310 MASON TRANSIT AUTHORITY SICK LEAVE POLICY

This policy applies to all Mason Transit Authority (MTA) regular full-time employees.

1.0 Purpose

- 1.1 In addition to the Washington Paid Sick Leave Policy, Mason Transit Authority Sick Leave (MTASL) is available for all regular full-time employees to use for qualifying reasons per this policy.
- 1.2 This policy details the use of MTASL for excused/unexcused absences.

2.0 Policy

2.1 Qualifying Reasons to Use MTA Sick Leave

MTASL may be used for the following reasons:

- An employee’s mental or physical illness, injury, health condition, and/or preventive care, diagnosis, or treatment, such as a medical, dental, or optical appointment;
- Care of a family member with a mental or physical illness, injury, health condition and/or preventive care, diagnosis, or treatment, such as a medical, dental, or optical appointment;
- To make up the difference between the amounts received from L & I time-loss benefits and the employee’s regular pay when an employee is receiving L & I benefits;
- Closure of the employee’s place of business or child’s school/place of care by order of a public official for any health-related reasons; or
- To address issues related to domestic violence, sexual assault, or stalking when the employee or the employee’s family member is a victim. Qualifying activities include seeking legal or law enforcement assistance or court relief, counseling or treatment by a health care provider, and obtaining support services (e.g., shelter, crisis outreach, safety planning, relocation assistance).

2.2 Accrual of MTA Sick Leave

Regular full-time employees accrue MTASL at the rate of 1.69 hours per pay period for full-time employees. For example, 1.69 hours per pay period x 26 pay periods = 44 (rounded) hours MTASL per year in addition to the 52 hours accrued (assuming no overtime worked) under the Washington Paid Sick Leave Policy, as



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required by law, for a total of 96 hours per year. MTASL balance will not exceed 960 hours. Hours above 960 will be forfeited.

The leave accrual period is January 1st through December 31st.

All eligible employees begin accruing MTASL at the commencement of employment.

At the start of employment, all eligible employees will receive information about the MTASL Policy.

2.3 Eligibility to Use Accrued MTA Sick Leave

Regular, full-time employees are eligible to use accrued MTASL upon commencement of their employment.

MTASL accrued during a pay period may not be used until the following pay period.

2.4 Reasonable Notice for the Use of MTA Sick Leave

Employees must provide reasonable notice, as described below, to his or her team manager regarding use of MTASL whenever possible, along with a Paylocity Time-Off Request. If no advance notice is possible, then the request must be submitted on the day following the employee's return to work. If possible, the request should include the expected return date. Information provided will be kept confidential.

Foreseeable Absences. If the absence is foreseeable, the employee must notify his or her team manager at least 10 days, or as early as possible, before the first day MTASL will be used.

Unforeseeable Absences. If the absence is unforeseeable, the employee must notify his or her team manager as soon as possible.

- If advance notice is possible, the employee must provide such notice no later than one (1) hour before the employee's scheduled start time.
- If advance notice is not possible, the employee or a person on the employee's behalf, must provide such notice, as soon as possible.



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2.5 Verification for Absences

The employee may be required to provide verification for using MTASL for a qualifying reason, or upon reasonable suspicion of sick leave abuse (e.g., Pattern Absence), as provided below. If verification is requested, the employee must submit a completed verification form to team manager or supervisor no less than 10 calendar days from the first day an employee used MTASL.

For the employee's own health care or the care for a family member. A health care provider's signed statement that establishes or confirms that the use of MTASL is for an authorized purpose. The verification provides information about the nature of the illness, injury, or disability, and the beginning and end dates.

To make up the difference between the amounts between L & I time-loss benefits and an employee's regular pay. Documentation to show the value of time-loss payments received during the relevant time period.

Closure of the employee's place of business or child's school/place of care. Documentation of the notice of closure by a public official that the employee received regarding the employee's child's school or place of care.

To address issues related to domestic violence, sexual assault, or stalking. Documentation may include a police report, court record, prosecuting attorney's office record, or a signed note from a health care provider, social worker, counselor sufficient to show that the employee or an employee's family member is a victim of domestic violence, sexual assault, or stalking and the leave was taken to address related issues. Other documentation may be acceptable, as determined by the Administrative Services Manager or designee.

2.6 Increments of Use for MTA Sick Leave

Employees are allowed to use MTASL in increments of .25 hour.

2.7 Payroll

Employees will be notified of their MTASL accrued, usage, and current balances for each pay period on a direct deposit statement and/or Paylocity's Time-Off section of the Self-Service Portal.



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2.8 Rate of Pay When Using MTA Sick Leave

Sick leave hours will be compensated at an employee's regular rate of pay, excluding overtime rates, where applicable. Sick leave hours will not count toward the calculation of overtime.

2.9 Separation from Employment

If an employee separates from employment, he or she forfeits any unused, accrued MTASL.

2.10 Excused Absences

Absences are excused when a Time-Off Request is submitted and approved by the team manager or supervisor for a qualifying reason to use MTASL as listed in Section 2.1. An Excused Absence also includes an absence that has been satisfactorily verified by a method described in Section 2.5 upon return to work by the employee.

2.11 Unexcused Absences

Unexcused absences will be reviewed by a manager or supervisor. Employee verification may be required, per Section 2.5. If it is determined corrective action is needed, the corrective action will be consistent with the Performance Counseling Policy.

Consecutive days of absence attributable to a single illness will be considered one occurrence. Non-consecutive occurrences for the same medical reason may be combined if the subsequent unscheduled absence is within five (5) days of the last day of the original unscheduled absence.

Four (4) unscheduled absences will be the basis for a coaching discussion between the employee and the supervisor and may potentially lead to further progressive discipline through MTA's Performance Counseling Policy.

2.12 No-Call / No-Show

Not reporting to work and not calling to report the absence is considered a no-call / no-show, and is a serious matter. Upon notification from the team manager, a no-call / no show will be reviewed by the Administrative Services Manager and/or General Manager to determine appropriate discipline, up to and including termination. **Any no-call / no-show for three or more days**



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constitutes job abandonment and will result in immediate termination of employment.

If the discipline process for attendance has already begun with an employee when a no-call / no-show occurs, the disciplinary process may be accelerated up to and including termination.

Management may consider extenuating circumstances when determining discipline for a no-call / no-show and may exercise discretion in such case (for example, if the employee is in a serious accident and is hospitalized).

3.0 Definitions

- "Family member" is defined as a child (including biological, adopted, foster, step, in loco parentis, or legal guardian) or parent (including biological, adopted, foster, step, de facto, or legal guardian) to the employee or the employee's spouse/registered domestic partner, a spouse, registered domestic partner, grandparent, grandchild, or sibling.
- "Health-related reason" means a serious public health concern that could result in bodily injury or exposure to an infectious agent, biological toxin, or hazardous material. Health-related reason does not include closures for inclement weather.
- "Commencement of employment" means no later than the beginning of the first day on which the employee is authorized or required by the employer to be on duty on the employer's premises or at a prescribed workplace.
- "Excused absence" is defined as a Time Off Request submitted and approved by the Manager.
- "Unexcused absence" is defined as a call out or no-show on a scheduled workday without an approved Time- off Request.

"Pattern Absence" is defined as an absence that shows a pattern such as but not exclusive to unexcused absences the day before or after a scheduled holiday, vacation, or personal day; on a desirable day off, a specific day of the week, or a weekend; a specific or unique work day; or as sick leave is accrued.