



Non-exempt Employee Paid Sick Leave Notification

As an Upper Columbia Conference non-exempt employee (except for seasonal employees at Camp MiVoden), you will accrue paid sick leave beginning at your employment start date.

Accrual Rate:

This paid sick leave will accrue at 0.03855 hour per hour worked. Employees will have access to short-time sick leave and extended sick leave.

Eligible Reasons for Paid Sick Leave:

You may use this accrued paid sick leave for the following reasons (as outlined at RCW 49.46.210(1)(b) and (c) and ORS 653.616):

- To care for yourself or a family member;
- When you or a family member is the victim of sexual assault, domestic violence, or stalking; and
- In the event our business or your child's school or place of care is closed by order of a public official for any health-related reason.

Accrual Year:

The Upper Columbia Conference accrual year is on a rolling calendar year.

Maximum Balance:

Accrued, unused paid short-term sick leave will accrue to a maximum balance of 76 hours. Accrued, unused paid short-term sick leave in excess of 76 hours will be transferred to the extended sick leave bank. Extended paid sick leave may be accrued up to a maximum of 1,000 hours.

Employees working less than 38 hours per week accrue paid sick leave or paid time off at a pro rata basis of accrual maximum.

Access to Paid Sick Leave:

Employees are entitled to use accrued paid sick leave beginning at the start of employment. Sick leave may only be used for scheduled time the employee would normally work. Accrued time will not be paid out upon termination of employment.

Retaliation against employees by Upper Columbia Conference of Seventh-day Adventists for using paid sick leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act (RCW chapter 49.46 and ORS 653), is prohibited.

Name (Please print): _____

Signature: _____ **Date:** _____