

INITIATIVE 1433 PAID SICK LEAVE

Starting *January 1, 2018*, employers are required to provide paid sick leave (SL) to most employees under Initiative 1433 (I-1433).

GENERAL FAQs

Q: What is I-1433?

A: It is a voter passed initiative that:

- provides employees with one (1) hour of paid sick leave for every 40 hours worked;
- increases the minimum wage over the next several years;
- and protects employees from retaliation when exercising their rights under the Minimum Wage Requirements and Labor Standards Act.

Q: Will a new SL policy be implemented effective January 1, 2018?

A: CWU Human Resources is creating a SL policy which will be found under the Resources and Reports webpage (<http://www.cwu.edu/resources-reports/>)

Q: Who is eligible to accrue SL under this *new* policy?

A: Temporary/hourly employees; student employees; student employees (work-study); graduate assistants (office support)

Q: Who is not eligible to accrue SL under this *new* policy?

A: Faculty, lecturers, exempt and civil service employees on appointments which already receive monthly accrued leave; graduate assistants (teaching and research)

Q: How is SL accrued?

A: One hour of SL is accrued for every 40 hours worked. Hours worked include overtime hours. Hours worked do not include any SL hours used.

Example: If an eligible employee works 65 hours over a month, they will accrue 1.625 hours of SL.

Q: When can employees use SL?

A: Employees are entitled to use accrued SL beginning on the 90th calendar day after the start of their employment.

- If you are a student or temporary employee and were considered an active employee as of September 17, 2017, you are eligible to use leave once the entitlements are generated by February 10, 2018.
- All rehires are eligible to use leave once the entitlements are generated.
- All new hires will fall under the 90th calendar day waiting period.

Q: Can an employee use SL in incremental time (for example: rather than one full hour can an employee use 30 minutes)?

A: Yes, an employee can use as needed.

Q: What can I use SL for?

A: Employees can use SL to care for themselves or their family members; when the employees' workplace or their child's school or place of care has been closed by a public official for any health-related reason; and/or for absences that qualify for leave under the state's Domestic Violence Leave Act.

Q: Does work-study pay for SL?

A: Payment of SL cannot be charged to work-study funds. The SL will be charged to the *department budget* associated with the appointment.

Q: If an employee has more than one appointment/job, how is SL paid at time of use?

A: SL is paid at the hourly rate the employee would have earned for the shift they were scheduled to work when they used paid sick leave. The cost of SL is paid by the employing department at the time the sick leave is used. For employees with more than one appointment/job, the SL is charged to the employing department for the shift they were scheduled to work when the SL was used.

Q: Can an employee carryover SL?

A: Unused SL of 40 hours or less must be carried over to the following calendar year. Any accrued unused SL over 40 hours as of December 31 each year will be lost. For purposes of SL rules, a calendar year will always be January 1 – December 31.

Q: Will an employee receive payment for any unused SL when they separate?

A: No, they will not receive payment for any unused SL.

Q: If an employee separates, will the SL be reinstated if they return to CWU?

A: When an employee is rehired within 12 months of separation, all previously accrued unused SL will be reinstated and available for use.

Q: Will training be provided?

A: Yes, Payroll Services will be providing training to employees and supervisors on how to use Time and Attendance, as needed.

Q: Where can I find my SL balances and guides to enter my SL absences?

A: Leave balances can be found on MyCWU homepage or under the employee tab. Guides are available on the [Payroll Services](#) web site on how to enter your SL.

Q: Where can I find more information regarding I-1433?

A: Navigate to the [Washington State Department of Labor and Industries](#) web site.