

TIME OFF POLICY

Sick Time

- Accrues at a rate of 1 hr per 40 hrs (~7 days a year)
- 2 unpaid sick days allowed per year
- 3-day negative max
- Unused sick time will be paid out at the end of the year as an attendance bonus. The pre-tax amount is your balance x your hourly pay rate.

Vacation Time

- 1.6 or more hrs per 40 hrs (~11 days a year).
- Unpaid time off allowed for major life events
- 5-day negative max
- Vacation balances expire Dec 31

There is a cumulative 5-day negative max on all time off.

EXAMPLES

You haven't used all your sick leave. It's Dec 31st and you have unused sick time. It's paid out in January.

You get coronavirus. You're out for 15 working days. You have 2 days of vacation and 3 days of sick leave banked. Use your banked 5 days, go 5 days negative, WA State pays remaining 5 days.

You have a recurring knee issue. You regularly call out for last minute rest. If you call out more than 9 days per year you will be terminated.

Your kid gets the flu. You have -8 hours of sick time banked. You go negative 2 more days (hitting 3-day max) then use 2 unpaid days.

Your grandmother dies. You have 0 days banked. You take 3 unpaid vacation days for the funeral.

You sprain your ankle hiking. You used 3 banked vacation days. You use 2 unpaid sick days. You don't return to work, you are terminated.