

SICK LEAVE For Student Workers (Less than .50 FTE)

Revised January 2026

The university provides paid sick leave to Student Workers (less than .50 FTE) in accordance with the terms of this policy and applicable law. As used herein, the term “student workers” includes all non-exempt student employees. Paid sick leave may be used by employees for the following reasons:

- Leave for a student's illness, injury or medical condition or for medical treatment or care.
- To provide care to a designated family member with an illness, injury or medical condition or who needs preventative medical care or treatment.
- For leave related to domestic violence, hate crimes, sexual assault or stalking affecting the student or the student's family or household member.
- When a student's place of business or child's school or place of care has been closed for a health-related reason or after the declaration of an emergency by a local or state government or agency, or by the federal government.
- To prepare for, or participate in, immigration-related legal proceedings involving the student or the student's family members.

For the purposes of this policy, a designated family member includes a student's child, including a biological or adopted child, step-child, foster child, de facto child, or ward of the student; the student's legal spouse or registered domestic partner; the student's parent, including a step-parent, legal guardian of the student or de facto parent of the student, or a parent of the student's spouse or registered domestic partner; a grandparent or a grandparent of the student's spouse or registered domestic partner; or grandchild; or the student's a sibling; or any individual who regularly resides in the

student's home or where the relationship creates an expectation that the student care for the person, and that individual depends on the student for care.

Accrual and Carry-Over of Sick Leave

Non-benefits eligible students accrue sick leave at a rate of one hour for each 40 hours worked. Paid sick leave does not accrue on hours paid while students are not working, such as during sick leave, and any other time off work.

Students begin to accrue sick leave on the first day of employment and may begin using accrued sick leave on the 90th calendar day after employment commences. Up to a maximum of 40 hours of accrued sick leave may be carried over each fiscal year. The university's fiscal year runs from June 1 – May 31.

Students are required to record the amount of sick leave taken on their time sheets. Sick leave may be used and recorded in minimum increments of 15 minutes.

Paid sick leave will be compensated at a student's regular rate of pay. Student sick leave balances will be updated at least monthly on their Student dashboard.

Notice and Documentation Requirements

For foreseeable leave, students must provide at least 10 days' notice to their supervisor of the need for planned leave. If the need for leave is unforeseeable, students must provide notice as soon as possible to their supervisor before the start of their scheduled shift, unless it is not practicable to do so.

When a student uses paid sick leave for more than three (3) consecutive days, the university may request written verification that the use of paid sick leave is for an authorized purpose. For a student's use of paid sick leave for medical conditions, medical appointments or treatment, for either the student or a designated family

member, the university may request a doctor's note substantiating the need for leave. For leave related to domestic violence, hate crimes, sexual assault or stalking, the student may provide various forms of documentation substantiating the need for leave, including but not limited to, a police report or court records, or documentation from the student's attorney, domestic violence advocate, counselor or member of the clergy. For leave related to school or business closures, verification may include a copy of the public official's notice.

Students are required to submit the requested verification within 10 calendar days of the student's first day of the use of paid leave. A student's failure to provide verification of the use of paid leave may result in the absence being considered unexcused and/or subject to disciplinary or other corrective action.

If a student believes that the verification request will result in an unreasonable burden or expense, the student must provide an oral or written explanation of the burden and expense to Human Resources, and the university will consider alternatives to the verification requirement in accordance with applicable law.

The use of paid sick leave under the terms of this policy constitutes an excused absence and will not be the basis for any adverse employment action.

Reinstatement of Accrued Sick Leave upon Rehire

The university does not compensate students for unused sick leave at separation of employment. If a student leaves university employment and is rehired within 12 months, the university will reinstate the student's accrued sick leave balance:

- If the student is rehired in the same fiscal year, the university will reinstate any unused sick leave balance;

- If the student is rehired in a new fiscal year, the university will reinstate any unused sick leave balance, up to the current carry-over maximum.

The student's previous employment will be counted towards determining their eligibility to use paid leave.

Any discrimination or retaliation against a student for the lawful exercise of paid sick leave rights is not allowed. PLU will not discriminate or retaliate against a student for the lawful exercise of their sick leave rights.