

**Washington Addendum**

This addendum contains provisions required by state and/or local law that apply only to the Organization’s Washington employees. There is no intent, explicit or implied, to extend any of the provisions below to the Organization’s employees outside of the state of Washington. Where the Handbook is silent or in conflict with any of the provisions below, the contents of this Addendum shall control.

**Paid Family and Medical Leave**

*Overview*

Paid Family and Medical Leave is a mandatory statewide insurance program that provides almost every Washington employee with paid time off to give or receive care. Qualifying employees will be allow to take up to 12 weeks per year, as needed, if they:

* Welcome a child into their family (through birth, adoption or foster placement)
* Experience a serious illness or injury
* Need to care for a seriously ill or injured relative
* Need time to prepare for a family member’s pre- and post-deployment activities, as well as time for childcare issues related to a family member’s military deployment.

If you face multiple events in a year, you might be eligible to receive up to 16 weeks, and up to 18 weeks if you experience a serious health condition during pregnancy that results in incapacity. To the extent permitted, the “year” will be measured backward from the date the employee used any leave. Leave taken under this title must be taken concurrently with any leave taken under the federal Family and Medical Leave Act, if applicable.

*Payment of premiums*

The program is funded by premiums paid by both employees and employers and will be administered by the Employment Security Department (ESD). Premium collection began January 1, 2019. The Organization will calculate and withhold premiums from your paycheck and send both your share and theirs to ESD on a quarterly basis.

*Eligibility and Taking leave*

Starting January 1, 2020, employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year) will be able to apply to take paid medical leave or paid family leave. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal and temporary work.

Employees are entitled to partial wage replacement while on leave. That means they will receive a portion of their average weekly pay. The benefit is generally up to 90% of an employee’s weekly wage, with a minimum of $100 per week and a maximum of $1,000 per week. Employees will be paid by the ESD rather than the Organization.

Employees must contact [AskHR@embered.com](mailto:AskHR@embered.com) to initiate the leave process.

*Employee Protections*

Employees who return from leave under this law generally will be restored to the same or equivalent job if they have worked for the Organization for at least 12 months and have worked 1,250 hours in the 12 months before taking leave. Employees can keep their health insurance while on leave. If employees contribute to the cost of their health insurance, they must continue to pay their portion of the premium cost while on leave. SJVCi will not discriminate or retaliate against employees for requesting or taking paid leave.

**Meal and Rest Periods**

*Meal Periods*

The Organization provides each non-exempt employee who works more than five (5) hours with an unpaid 30-minute, duty-free meal break. The meal period must start between the second and fifth hour from the beginning of the shift. Employees working more than three (3) hours beyond their scheduled shift are entitled to additional meal periods. Additional 30-minute meal periods must be given within five hours from the end of the first meal period and for each additional five hours worked. “Duty-free” means that the employee is relieved of all duties for the full uninterrupted 30-minute meal period, which includes the right to engage in personal activities, not be on-call, and to leave the premises if the employee so desires. Uninterrupted, duty-free meal periods for non-exempt employees will be unpaid.

Meal periods must be accurately reported in the Organization’s timekeeping system. If an eligible employee finds they cannot take a full 30-minute uninterrupted, duty-free meal period because of the direction of a supervisor or other demands of the job, the employee must accurately report the time taken for the meal period, if any, on their time card and inform [AskHR@embered.com](mailto:AskHR@embered.com) of the reason why a full 30-minute uninterrupted meal break could not be taken.

*Rest Periods*

Non-exempt employees are entitled to a paid duty-free rest period of at least ten (10) minutes for every four hours of working time. To the extent possible, rests should occur in the middle of the work period. No employee will be required to work more than three (3) hours without a rest period. Rest periods may not be combined with each other or added to an employee’s meal period. “Duty-free” means that the employee is relieved of all duties for the full uninterrupted 10-minute meal period, which includes the right to engage in personal activities, not be on-call, and to leave the premises if the employee so desires.

Rest periods are not required to be recorded in the Organization’s timekeeping system. However, if an employee finds he or she cannot take a required rest break because of the direction of a supervisor or other demands of the job, the employee must inform [AskHR@embered.com](mailto:AskHR@embered.com) of the reason why the rest break could not be taken.

*Complaint Procedures*

If an employee believes he or she is in any manner being directed, impeded, or discouraged from taking a required meal or rest break under this policy, the employee should immediately report the situation to [AskHR@embered.com](mailto:AskHR@embered.com), which will undertake a prompt, thorough investigation of any such complaints and take appropriate corrective action where necessary. The Organization strictly prohibits retaliation against any employee for reporting meal or rest period violations.

**Pregnancy Accommodations**

SJVCi will provide the following accommodations for a pregnant employee if they request:

* Frequent, longer, or additional restroom breaks
* Modified food or drink policies
* The ability to sit more frequently
* Not to lift objects over 17 pounds

In accordance with state law, SJVCi will not request a doctor’s note for these particular accommodations. However SJVCi may request documentation from a health care provider outlining the need for accommodation when a pregnant employee requests:

* Job restructuring including:
  + Schedule changes such as part-time or modified work schedules
  + Job reassignments
  + Providing or modifying equipment or devices
  + Changes to their workstation
* Scheduling flexibility for prenatal visits
* A temporary transfer to a less strenuous or less hazardous position
* Any further accommodation needed by the employee

Employees seeking such accommodations must contact [AskHR@embered.com](mailto:AskHR@embered.com). If the request creates an “undue hardship,” SJVCi may decline the request or suggest a reasonable alternative.

**Leave for Victims of Domestic Violence, Sexual Assault, and Stalking**

Employees who are victims of domestic violence, sexual assault or stalking may take leave for legal or law enforcement assistance, medical treatment, counseling, obtaining services from a shelter or a victim’s advocate program, or for safety planning or relocation. Employees may also take leave for the same purposes if their “family members” are victims of domestic violence, sexual assault or stalking. “Family members” include a child, a spouse, a parent, a parent-in-law, a grandparent or a person the employee is dating.

Employees may choose unpaid or paid leave, if any paid leave, such as sick or vacation, is available. The employee must give notice no later than the end of the first day of the leave to qualify, even in emergency circumstances.

Employees can also request a safety accommodation related to domestic violence, including:

* A job transfer or reassignment
* Changing work telephone or email
* Implementation of safety procedures

SJVCi will provide safety accommodations when requested, unless it creates an undue hardship. Employees seeking such accommodations must contact [AskHR@embered.com](mailto:AskHR@embered.com).

*Documentation*

SJVCi will request documentation to support an employee’s request for leave or other accommodation. Documentation can include:

* Police report or court documents
* Employee’s written statement
* Statement from a provider, clergy, or advocate.

**Payroll and Personnel File Access**

Employees and former employees have a right to access their own personnel files at least once a year. The Organization allow access to the employee’s records within ten (10) business days at the employee’s usual place of employment, or a mutually agreed upon location. Employees under criminal investigation do not have the right to access their personnel record. Upon request, SJVCi will make payroll records available to the employee within a reasonable period of time, usually within ten (10) business days at the employee’s usual place of employment or a mutually agreed upon location.