

# SQUAXIN ISLAND TRIBE

## RESOLUTION NO. 95- 10 of the SQUAXIN ISLAND TRIBAL COUNCIL

WHEREAS, the Squaxin Island Tribal Council is the Governing Body of the Squaxin Island Tribe of Indians by the authority of the Constitution and By-laws of the Squaxin Island Tribe as approved and adopted by the General Body and the Secretary of Interior on July 8, 1965; and

WHEREAS, under the Constitution and By-laws of the Tribe, the Squaxin Island Tribal Council is charged with the duty of protecting the health, security and general welfare of the Squaxin Island Tribal Reservation citizens; and

WHEREAS, the Squaxin Island Tribal Council, by resolution, has determined that sick leave advance, loans, and transfer policy as proposed in the draft revision of the Personnel Policies and Procedures Subsection 5 - ADVANCING SICK LEAVE is beneficial to the health and welfare of tribal employees,

NOW THEREFORE BE IT RESOLVED that the Squaxin Island Tribal Council approves the Advancing Sick Leave Subsection 5 of the draft revision as attached to be effective February 1, 1995.


(46) O.L.

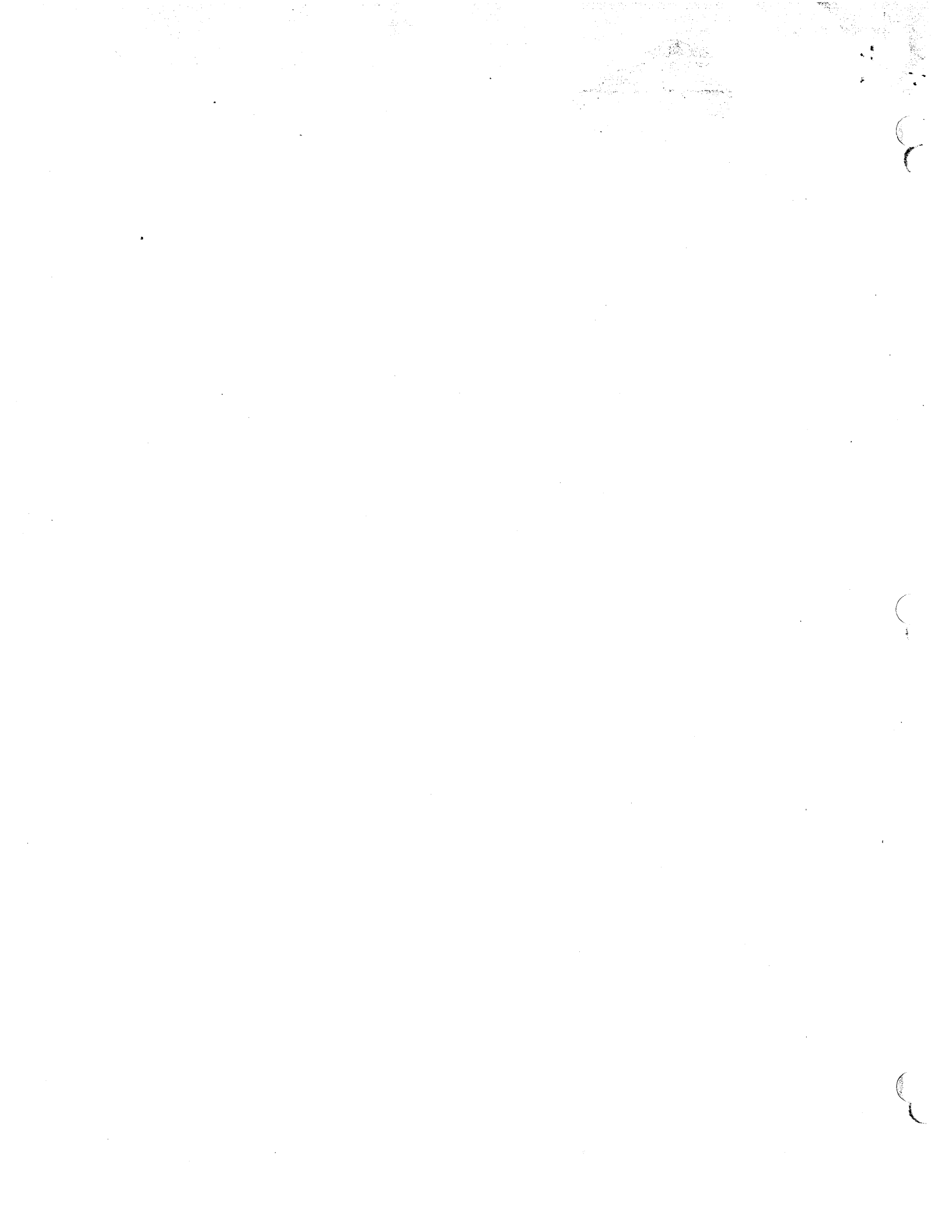
### CERTIFICATION

The Squaxin Island Tribal Council does hereby certify that the foregoing Resolution was adopted at a regular meeting of the Squaxin Island Tribal Council, held on this 9<sup>th</sup> day of February, 1995, at which time a quorum was present and was passed a vote of 3 for, and 0 against, with 1 abstentions.

  
David E. Lopeman, Chairman

  
Calvin Peters, Vice-Chairman

  
Attested by: David Whitener, Secretary



*Al. Law Policy*

Subsection 5 - ADVANCING SICK LEAVE: There will be no advancement of sick leave.

Subsection 6 - LOANED OR TRANSFERRED SICK LEAVE: An employee having in excess of 120 hours, may "loan" or transfer excess sick leave to another employee providing the sick leave is necessary because of extended serious illness or injury. The agreement will be made in writing and approved by the Executive Director. The "loaned" sick leave will be paid back with the first earned sick leave after return to work. Hours not paid back for any reason will be lost to the loaning employee.

*John Polking*

here defined as a spouse or minor child.

8. At the discretion of the immediate supervisor, absence due to serious illness extending beyond earned leave may be extended on "Leave Without Pay" basis for up to five working days. For more than five working days, see Section VII-L.

Subsection 2 - SICK LEAVE EARNING RATE: Permanent full-time employees and regular full-time seasonal employees will earn sick leave at the rate on one day (8 hours) per month.

Permanent part-time employees will earn sick leave at a prorated basis based on the number of hours they work. Sick leave is earned from the first pay period of employment. There is no qualifying period before the employee can use sick leave.

Temporary employees will not earn sick leave.

Subsection 3 - MAXIMUM ACCUMULATION AND FORFEITURE: There shall be no limit to the hours of sick leave accrued by an employee.

Upon separation for the Tribal service all unused sick leave will be forfeited. No compensation shall be made for unused sick leave. Forfeited sick leave can be restored if the separated employee is re-employed in a position earning sick leave within one year of the date of his/her separation.

Subsection 4 - PHYSICIAN'S CERTIFICATE: Upon request of their supervisor, an employee shall be required to furnish a physician's certificate for a period of illness of three days or more. Failure to provide such a certificate will cause the absence to be credited as Leave Without Pay.

Subsection 5 - ADVANCING SICK LEAVE: There will be no advancement of sick leave. An employee having in excess of 80 hours, may "loan" or transfer sick leave to another employee. The agreement will be made in writing and approved by the Executive Director. The "loaned" sick leave will be paid back with the first earned sick leave after return to work. Hours not paid back for any reason will be lost to the loaning employee.

#### SECTION VII-G: MATERNITY LEAVE

Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, are for all job related purposes, to be considered temporary disabilities. As a means of accommodating this temporary incapacitation, appropriate leave is granted to the employee; however, it should be recognized that there is not a separate maternity leave as a type of leave. To the extent available, sick leave may be used to cover the time required for physical examinations and to cover the period

**MEMORANDUM OF AGREEMENT  
FOR  
LOAN/TRANSFER OF SICK LEAVE**

I, \_\_\_\_\_, agree to:

**LOAN**

**TRANSFER**

\_\_\_\_\_ HOURS of SICK LEAVE to:

\_\_\_\_\_ due to serious illness/injury \_\_\_\_\_ requiring the above named individual to use excess of accrued sick leave.

Loaned leave will be paid back as individual accumulates sick leave until loaned leave is repaid.

Agreement signed this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_.

\_\_\_\_\_  
Transferee/Loaner Signature

\_\_\_\_\_  
Sick Leave Recipient Signature

**APPROVAL:**

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

M E M O R A N D U M

**TO:** All Departments  
**FROM:** B.J. Brown *BJ*  
**DATE:** March 21, 1995  
**SUBJECT:** Transfer of Sick Leave

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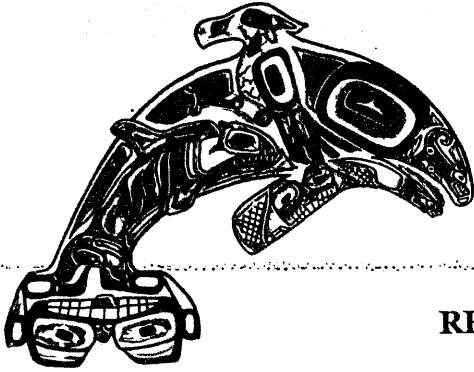
Enclosed please find the policy change and Resolution supporting that change, regarding the loaning of sick leave.

Also enclosed is the form which would be used and submitted to the Executive Director to request this transfer.

Please make this information available to your staff.

Thanks,

BJ



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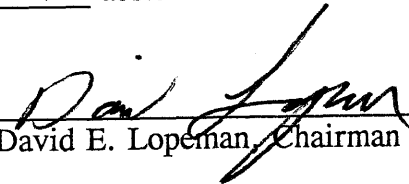
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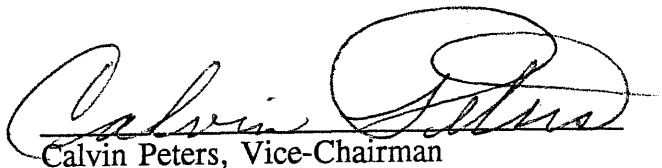
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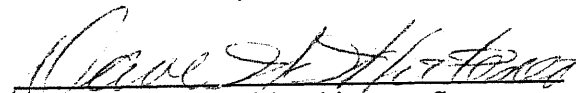
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David E. Lopeman, Chairman

  
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