



# YES FOR EARLY SUCCESS COOPERATIVE

## Paid Time Off (PTO) and Leave Policy

### INTRODUCTION:

YES FOR EARLY SUCCESS COOPERATIVE is committed to providing a supportive, inclusive work environment that reflects our vision, mission, and commitment to equity. This Paid Time Off (PTO) and Leave Policy outlines the guidelines for time off, including vacation, sick leave, family leave, and other forms of leave, in accordance with Washington State law and the organization's funding structure. The policy ensures that all staff members are given the time and flexibility they need to recharge, care for their health, and meet personal and family obligations.

This policy also upholds the principles of Liberatory Design, recognizing the need to create space for rest, self-care, and the holistic well-being of all staff, especially those from marginalized communities.

### 1. VISION AND MISSION ALIGNMENT

This PTO and Leave Policy is directly aligned with the vision and mission of YES FOR EARLY SUCCESS COOPERATIVE:

- **Vision:**

To create a world where marginalized communities are empowered, children are prepared for kindergarten success, and families are supported in advocating for their child's educational journey. We strive to build sustainable, equitable systems that support high quality early learning experiences for all.

- **Mission:**

To partner with early childhood education programs across Washington State to ensure equitable access to Early Childhood Education and Assistance Program (ECEAP) slots. We work to empower families, bridge the gap between early learning and K-12 education, and provide the tools necessary for kindergarten readiness.

Our time off policies aim to reflect this commitment by fostering a supportive work culture that allows our employees to care for themselves, their families, and their communities.

### 2. LIBERATORY DESIGN PRINCIPLES

In alignment with **Liberatory Design**, this PTO and Leave Policy seeks to:

- Center the well-being of all employees, acknowledging the importance of rest and personal care.



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- Create equitable access to time off and leave, particularly for employees from marginalized communities who may face additional stressors and obligations.
- Encourage transparent and fair use of leave to ensure staff can meet personal, family, and professional obligations without fear of negative consequences.

### 3. TYPES OF LEAVE

YES FOR EARLY SUCCESS COOPERATIVE provides the following types of leave in accordance with Washington State law and the organization's policies:

#### 3.1. PAID TIME OFF (PTO)

PTO encompasses both vacation and sick leave, offering flexibility for employees to use as they see fit. However, due to the organization's annual grant/funding based on the Washington State legislative budget, PTO is structured to align with the state fiscal year, which runs from July 1 to June 30.

- **Accrual Rate:**

Full-time employees accrue PTO at the rate of 1 hour for every 40 hours worked, in accordance with Washington State law. Part-time employees will accrue PTO on a prorated basis according to the number of hours worked.

- **Usage:**

PTO can be used for vacation, personal days, or sick leave, as well as for family care or emergencies. There is no requirement to distinguish between types of time off when requesting PTO.

- **Carryover:**

**Carryover of PTO does not apply** due to YES FOR EARLY SUCCESS COOPERATIVE receiving annual grant funding based on the Washington State legislative budget cycle. All accrued PTO must be used within the **state fiscal year**, which runs from **July 1 to June 30**. Unused PTO at the end of the fiscal year will not be carried over to the next year, and there will be no payout for unused PTO.

- **Request Process:**

PTO requests must be submitted with at least 48 hours' notice unless there is an emergency. Approval will be based on the needs of the Cooperative, but reasonable efforts will be made to accommodate requests. Staff must indicate who will cover their duties during their absence to ensure continuity of services.



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### 3.2. SICK LEAVE

YES FOR EARLY SUCCESS follows Washington State's **Paid Sick Leave** law, which ensures that all employees have access to time off for health-related needs.

- **Accrual:**

Employees earn 1 hour of paid sick leave for every 40 hours worked. Sick leave begins accruing on the first day of employment and may be used after 90 days of employment.

- **Usage:**

Paid sick leave can be used for personal illness, injury, medical appointments, or to care for a family member. It can also be used for reasons related to domestic violence, sexual assault, or stalking, as outlined by Washington State law.

- **Carryover:**

**Carryover of sick leave does not apply** for the same reasons outlined above. All accrued sick leave must be used within the fiscal year (July 1 to June 30). Unused sick leave at the end of the fiscal year will not be carried over, and there will be no payout for unused sick leave.

### 3.3. FAMILY AND MEDICAL LEAVE (FMLA)

Employees may be eligible for **Family and Medical Leave** under the federal **Family and Medical Leave Act (FMLA)** and Washington State's **Paid Family and Medical Leave (PFML) program**.

- **Eligibility:**

Employees are eligible for FMLA if they have worked for YES FOR EARLY SUCCESS for at least 12 months and have completed 1,250 hours of service. Washington's PFML program is available to employees who have worked 820 hours in the qualifying period.

- **Coverage:**

FMLA allows for up to 12 weeks of unpaid, job-protected leave for the birth or adoption of a child, a serious health condition, or the care of an immediate family member. Washington PFML provides paid leave for similar purposes and is available to eligible employees.

- **Request Process:**

Employees should notify their supervisor as soon as possible of the need for family or medical leave, providing at least 30 days' notice when possible. Documentation may be required to verify eligibility.



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### 3.4. BEREAVEMENT LEAVE

Employees are entitled to up to 3 days of paid bereavement leave for the loss of an immediate family member.

- **Additional Time:**

If additional time is needed, employees may request PTO or unpaid leave. Every effort will be made to support staff in balancing work and personal responsibilities during difficult times.

### 3.5. LEAVE FOR DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

In accordance with Washington State law, employees may take reasonable leave (paid or unpaid) if they or a family member are victims of domestic violence, sexual assault, or stalking. This leave can be used for:

- Seeking legal or law enforcement assistance.
- Obtaining medical treatment.
- Accessing social services, mental health counseling, or relocation.

## 4. PROCEDURES FOR REQUESTING TIME OFF

### 1. PTO Requests:

All PTO requests must be submitted at least 48 hours in advance, unless in the case of an emergency. Requests should be made through the appropriate internal system, and employees must indicate how their duties will be covered during their absence.

### 2. Sick Leave and Emergencies:

Sick leave or emergency time off may be requested with as much notice as possible. Employees are encouraged to inform their supervisor of their absence and the expected return date as soon as they are able.

### 4. Corrective Actions

For extended absences (e.g., FMLA or PFML), employees must provide at least 30 days' notice whenever possible. Proper documentation must be provided to support the leave request.

### 3.3. FAMILY AND MEDICAL LEAVE (FMLA)

As part of the Liberatory Design principles, YES FOR EARLY SUCCESS COOPERATIVE is committed to ensuring that:



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- **Staff from marginalized** communities have equitable access to time off, and that any barriers (perceived or real) to taking leave are addressed.
- Time off policies are applied **fairly and consistently** across all employees, regardless of role, identity, or background.
- The organization fosters an environment where staff feel supported in **taking time for rest, self-care, and family needs**, without fear of negative impact on their job security or career development.

### 6. NON-RETALIATION

YES FOR EARLY SUCCESS COOPERATIVE strictly prohibits retaliation against employees who take any form of leave provided by law or this policy. Employees should feel secure in exercising their rights to take time off for health, family, or personal reasons without fear of retribution.

### 7. ACKNOWLEDGMENT AND SIGNATURE

I, \_\_\_\_\_, acknowledge that I have read, understand, and agree to adhere to the PTO and Leave Policy for YES FOR EARLY SUCCESS COOPERATIVE. I commit to using my time off responsibly and in alignment with the vision, mission, and Liberatory Design principles of YES. I understand that failure to comply with this policy may result in corrective action.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This **PTO and Leave Policy** ensures that employees at YES FOR EARLY SUCCESS COOPERATIVE are supported in maintaining a healthy work-life balance while adhering to the state fiscal year, aligning with the organization's funding structure.