

[Company Name] Paid Sick Leave Policy

Paid Sick Leave Policy

Paid sick leave is available for employees to care for their health and the health of their family members.

Authorized Uses of Paid Sick Leave

Paid sick leave may be used for the following:

- An employee's mental or physical illness, injury or health condition;
- Preventive care such as a medical, dental or optical appointments and/or treatment;
- Care of a family member with an illness, injury, health condition and/or preventive care such as a medical/dental/optical appointment;
- Closure of the employee's place of business or child's school/place of care by order of a public official for any health-related reasons;
- If the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.

Authorized use of paid sick leave for domestic violence, sexual assault or stalking includes:

- Seeking legal or law enforcement assistance or remedies to ensure the health and safety of employee's and their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking.
- Seeking treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking.
- Attending health care treatment for a victim who is the employee's family member.
- Obtaining, or assisting the employee's family member(s) in obtaining, services from: a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault or stalking.
- To obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault or stalking.
- Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.

[Company Name] Paid Sick Leave Policy

Family members included in this policy

“Family member” is defined as a child or parent (including biological, adopted, foster, step or legal guardian), a spouse, registered domestic partner, spouse’s parent, grandparent, grandchild or sibling;.

Accrual of Paid Sick Leave

Paid sick leave begins to accrue at the start of employment. You will be provided with an *Employee Paid Sick Leave Notification* at the start of employment. It contains information regarding: authorized use of paid sick leave, our company’s paid sick leave accrual year, carryover of paid sick leave, eligibility for use, and information about retaliation.

Employee Paid Sick Leave Notification

Employer’s Copy

You are entitled to accrue paid sick leave beginning January 1, 2018. This leave will accrue at 1 hour of paid sick leave for every 40 hours you work.

You may use this accrued paid sick leave for the following reasons:

- To care for yourself or a family member (please refer to the Employee Policy Manual or RCW 49.46.210(2) for a full list of the eligible family members).
- When you or a family member is the victim of sexual assault, domestic violence, or stalking.
- In the event our business or your child’s school or place of care is closed by a public official for any health-related reason.



_____ year is _____ to _____
Company Name

A minimum of 40 hours of unused accrued paid sick leave will be carried over to the next year.

Accrued, unused leave over 40 hours will be _____
Employer may cash out, forfeit, or offer a more generous carryover.

You may use accrued paid sick leave beginning 90 calendar days after the start of your employment.

Print Employee’s Name Employee’s Signature Date

Retaliation for using paid sick leave for allowed purposes is prohibited

Copy: Employee’s File

F700-191-000 Employee Paid Sick Leave Notification 10-2017

Effective January 1, 2018, employees accrue paid sick leave at a rate of one (1) hour for every 40 hours worked. There is no cap on the number of paid sick leave hours that may be accrued in a year.

[Company Name] Paid Sick Leave Policy

Frontloading Paid Sick Leave

If your company would like to provide paid sick leave benefits at the beginning of the year, insert that policy language here. (add link to sample policy) Otherwise remove this section.

Paid Sick Leave Accrual Year

Accrual year is: _____ to _____

[Identify year – Calendar/Benefit/Fiscal/Contract/Anniversary date]

Carryover of Paid Sick Leave Hours

At the end of the paid sick leave accrual year unused paid sick leave balances of 40 hours or less will carry over to the following year.

Eligibility to Use Accrued Paid Sick Leave

Employees are eligible to use accrued paid sick leave 90 days after starting their employment.

Notification to Use Paid Sick Leave

If your company want to require that reasonable notice for use of leave be given insert that policy here. (add link to sample policy) Otherwise remove this section.

Increments of Use for Paid Sick Leave

Employees are allowed to use paid sick leave in increments of [fill in your company's increment here]

Variance for Increments of Use

If you have applied for and received approval for a larger increment of use variance, that information should be included here; otherwise remove this section.

[Company Name] Paid Sick Leave Policy

Rate of pay when using paid sick leave

Paid sick leave hours will be compensated at an employee's regular rate of pay, excluding tips, service charges and overtime rates, where applicable.

Paid sick leave hours will not count towards the calculation of overtime.

For example:

Employee: John-Doe → Rate-of-Pay: \$15/hour → → Overtime-Rate: \$22.50/hour → Earned-Paid-Sick-Leave=16

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hour Worked	0	8	8	8	8	8	0
Paid-Sick-Leave-Hours							8
Rate-of-compensation		\$15/hour	\$15/hour	\$15/hour	\$15/hour	\$15/hour	\$15/hour

Verification for an Unreasonable Burden or Expense

If your company would like to have the option of requiring verification for an absence that exceeds three (3) days, insert that policy language here. (add link to sample policy)
Otherwise remove this section.

Payroll

Employees will be notified of their paid sick leave balances each month on their **[Insert method of notification: such as pay stub, a direct deposit statement and/or location of where to get the electronic statement]**, including:

- Accrued paid sick leave since the last notification
- Used paid sick leave since the last notification
- Current balance of paid sick leave available for use
- *If applicable* – donations via an optional shared leave program

Separation from Employment

If an employee separates from employment, there will not be a financial or other reimbursement to the employee for accrued, unused paid sick leave at the time of separation.

[Company Name] Paid Sick Leave Policy

Reinstatement of Employment

If an employee leaves employment and is rehired within 12 months of separation, any accrued, unused paid sick leave will be reinstated to the employees paid sick leave balance.

If an employee is rehired within 12 months of separation, the employee will not be required to wait another 90 days to use the accrued paid sick leave if the employee met that requirement during the previous period of employment. If an employee did not meet the 90-day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked for **[company name]** will count towards the 90 days for purposes of determining the employees eligibility to use paid sick leave.

Shared Leave Program

If your company would like to have a Shared Leave Program, insert that policy language here. (add link to sample policy) Otherwise remove this section.

Retaliation prohibited

Any discrimination or retaliation against an employee for lawful exercise of paid sick leave rights is not allowed. Employees will not be disciplined for the lawful use of paid sick leave.

If an employee feels they are being discriminated or retaliated against, the employee may contact **[Insert company point of contact or company's Civil Rights or Human Resources contact information]**.

If an employee is not satisfied with the company's response, the employee may contact the Washington State Department of Labor & Industries.

Online: www.Lni.wa.gov/WorkplaceRights

Call: 1-866-219-7321, toll-free

Visit: www.Lni.wa.gov/Offices

Email: ESgeneral@Lni.wa.gov

Contact Information

Employees with questions about Paid Sick leave may contact **[Company point of contact]**.