



**Applies to:**  
Temporary Employees  
in Washington

## EMPLOYEE NOTICE WASHINGTON PAID SICK LEAVE LAW

- Provide a copy of this document to those expected to work in Washington and document in the system.

### Overview

Effective January 1, 2018, Washington law requires employers to provide paid sick leave to eligible employees, as well as written notice.

### Notice to Employee

#### The State of Washington Paid Sick Leave Law

Requires employers in Washington to provide paid sick leave to employees for the following reasons:

- An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;
- To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care;
- When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason; and
- For absences that qualify for leave under the state's Domestic Violence Leave Act (DVLA).

#### EMPLOYERS REQUIRED TO COMPLY WITH THE LAW

Pursuant to the law, all employers must provide paid sick leave to each temporary and part-time employee who performs work in Washington. Employees who work in the cities of Seattle and Tacoma are applicable to the requirements of the paid sick leave laws specific to Seattle and Tacoma.

#### EMPLOYEE ELIGIBILITY

Under the law, an employee is eligible to start accruing paid sick leave upon commencement of employment. An employee is eligible to start using paid sick leave starting the 90<sup>th</sup> calendar day after commencement of employment.

#### ACCRUAL START DATE

Current employees hired on or before January 1, 2018 will begin accruing paid sick leave on January 1, 2018. Employees hired after January 1, 2018 will begin accruing paid sick leave upon commencement of employment. Hours accrue only for work performed in Washington.

#### NUMBER OF HOURS ACCRUED

Employees may accrue unlimited paid sick leave in one calendar year. Employees earn 1 hour for every 40 hours worked.

#### UNUSED LEAVE

Under this law, unused paid sick leave of 40 hours or less carries over from year to year. Employers do not pay employees for unused leave upon termination or resignation of employment.

#### ENFORCEMENT

The Washington State Department of Labor & Industries (L&I) will enforce the provisions of the law consistent with Initiative Measure No. 1433. An employee who feels he or she has been denied sick time or has been subjected to retaliation for exercising his or her rights under the law may file a complaint with the Department of Labor & Industries. L&I can be reached toll-free at 1-866-219-7321 and is located at 7273 Linderson Way SW Tumwater, WA 98501-5414.

#### EMPLOYEE PROTECTION

Retaliation by the employer for the employee's lawful use of paid sick leave and other rights provided under the Minimum Wage Act (chapter 49.46 RCW), and all applicable rules, is prohibited.

### Questions

For more information on Washington Paid Sick Leave Law, contact your Kelly Representative.