

Employee Paid Sick Leave Notification

Employees working in the State of Washington are entitled to accrue paid sick leave beginning at the start of employment. Unless indicated otherwise by company policy, Washington employees will accrue at least one (1) hour of paid sick leave for every 40 hours worked.

Accrued paid sick leave may be used for the following reasons (as outlined at RCW 49.46.210(1)(b) and (c)):

- To care for yourself or a family member;
- When you or a family member is the victim of sexual assault, domestic violence, or stalking; and
- In the event our business or your child's school or place of care is closed by order of a public official for any health-related reason.

Unless indicated otherwise by company policy, the accrual year will run from January 1 to December 31.

Accrued, unused paid sick leave balances of 40 hours or less will be carried over to the following year.

Accrued, unused paid sick leave over 40 hours will be forfeited at the end of the accrual year unless indicated otherwise by company policy.

Employees are entitled to use accrued paid sick leave beginning 90 calendar days after the start of employment.

Retaliation against employees for using paid sick leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act (chapter 49.46 RCW), is prohibited.

Print Employee's Name

Employee's Signature

Date

F700-191-000 Employee Paid Sick Leave Notification (12-2017)

Copy: Employer

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