

## 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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Copy: Employee

**THE FOLLOING NOTICE OF  
EMPLOYMENT INFORMATION IS  
FOR SEATTLE EMPLOYERS ONLY**

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



## Seattle Office of Labor Standards Notice of Employment Information

Employers are required to provide written notice of employment information to every employee working in Seattle, (1) at time of hire and (2) before any change to such employment information (except for manager or supervisor contact information). The notice must be provided in English and the primary language of the employee receiving the information. **For more information contact Seattle Office of Labor Standards at (206) 684-4500 or see [www.seattle.gov/laborstandards](http://www.seattle.gov/laborstandards)**

### Employee

Effective Date of this notice \_\_\_\_\_

At hire       Existing Employee

Change to Employment Information - What change to employment information?

Employer name    Employer address    Employer phone number/email address    Employer tip policy

Employee rate of pay or overtime eligibility    Employee pay basis    Employee pay day

1. Employee name \_\_\_\_\_

2. Employee position(s) \_\_\_\_\_

### Employer

1. Name \_\_\_\_\_

Other name of employer, including "doing business as" name  
\_\_\_\_\_

2. Physical address

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing address       Same as physical address

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. General phone number \_\_\_\_\_ Email \_\_\_\_\_

4. Manager or supervisor name \_\_\_\_\_ Phone number \_\_\_\_\_

5. Manager or supervisor email \_\_\_\_\_

**Employee Payment Information**

1. Rate or rates of pay (e.g. hourly wage or annual salary) \_\_\_\_\_

2. Overtime eligibility – “Overtime eligible” means employers must pay 1.5x the regular rate of pay for hours worked in excess of 40 hours in a workweek.

Overtime eligible       Not overtime eligible

3. Pay basis - check box

- |  |   |
|--|---|
| <input type="checkbox"/> Hour                    | <input type="checkbox"/> Week                           |
| <input type="checkbox"/> Day                     | <input type="checkbox"/> Commission (overtime eligible) |
| <input type="checkbox"/> Piece rate              | <input type="checkbox"/> Commission (overtime exempt)   |
| <input type="checkbox"/> Non-discretionary Bonus | <input type="checkbox"/> Salary (overtime eligible)     |
| <input type="checkbox"/> Discretionary Bonus     | <input type="checkbox"/> Salary (overtime exempt)       |
| <input type="checkbox"/> Shift                   | <input type="checkbox"/> Other (please explain below)   |

Explanation: \_\_\_\_\_

4. Regular Pay day \_\_\_\_\_

5. Tip policy

- All tips are paid to the specific employee serving the customer
- Tip pooling
- Other tip policy
- None (not a tipped position)

Explanation - Employers must provide explanation of any tip sharing, pooling or allocation policies:

\_\_\_\_\_

**Good Faith Estimate - Seattle’s Secure Schedule Ordinance SMC 14.22**

\*Only required for hourly (i.e. overtime eligible) employees at large retail and food services establishments with 500+ employees worldwide (additional requirement for full service restaurants to have 40+ full-service restaurant locations worldwide).

1. Median number of hours over the course of a year:

Year begins: \_\_\_\_\_ 1<sup>st</sup> Quarter: \_\_\_\_\_ 2<sup>nd</sup> Quarter: \_\_\_\_\_ 3<sup>rd</sup> Quarter: \_\_\_\_\_ 4<sup>th</sup> Quarter: \_\_\_\_\_

2. On-Call Shifts:  YES       NO

**Protections against Retaliation**

Employers are prohibited from taking adverse action (e.g. firing, demoting, and making threats to report immigration status) against any person for exercising rights protected by Seattle Labor Standards.



Seattle

Office of Labor Standards

For more information contact Seattle Office of Labor Standards at (206) 684-4500

or see [www.seattle.gov/laborstandards](http://www.seattle.gov/laborstandards)