

Paid sick and safe time promotes economic security, public health and productivity.

- **Builds family economic security** by ensuring employees can care for their health without losing a day's wages or their job.
- **Protects public health** by encouraging sick employees and children to stay home, away from coworkers, school, and customers.
- **Creates more productive workplaces** by limiting the spread of disease, reducing the potential for workplace accidents, and boosting employee productivity.
- **Promotes equity** by developing more equal access to paid sick and safe time.



PAID SICK & SAFE TIME
Seattle Works Well

Support for employees >>>

Employees who use paid sick and safe time are protected from retaliation. The Seattle Office for Civil Rights will investigate alleged violations, enforce paid sick and safe time requirements, and settle disputes.

Support for employers >>>

Employers may comply with the Paid Sick and Safe Time Ordinance by displaying a poster created by SOCR in a conspicuous and accessible place in the workplace. SOCR provides posters, technical assistance, training, and other resources.

For technical assistance, contact Elliott Bronstein at (206) 684-4507 or visit the website at www.seattle.gov/civilrights/SickLeave.htm

This information is available in other languages and formats.

Contact us at **(206) 684-4500**



Updated 6/20/12



Paid Sick and Safe Time

Creating Healthy and Safe Seattle Workplaces



Who's Covered >>>

The City of Seattle requires employers to provide paid sick and safe time to their employees. This applies to all employers with more than four "full-time equivalent" (FTE) employees. An employer's specific obligations depend on the number of full-time equivalent employees.

Employees are covered if they perform full-time, part-time or temporary work within Seattle city limits.

Employees who occasionally work in Seattle are covered if they perform more than 240 hours of work in Seattle within a calendar year.

Accrual >>>

Current employees will begin to accrue paid sick and safe time on September 1, 2012. Accrual rates will not apply to hours worked before that date. New employees hired on or after September 1, 2012 will begin to accrue time from the start-date of employment.

Usage >>>

Use of paid sick and safe time may include:

- An employee's mental or physical illness, injury or health condition.
- An employee's need to care for a family member with an illness, injury or medical appointment.
- An employee's place of business has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous substance.
- For reasons related to domestic violence, sexual assault, or stalking.

Carryover >>>

Unused sick and safe time can be carried over to the next calendar year. The number of hours depends on the employer's size.

Record Keeping >>>

Employers are required to maintain records that indicate:

- Hours worked by employee.
- Accrued paid sick and safe time.
- Paid sick and safe time taken by employees.

Notification >>>

Employers may choose a reasonable system for providing paid sick and safe time records to their employees, such as on each paystub or an online system that allows employees to access their information.



General Information

Full Time Equivalents (FTEs)

Accrual rate

Use (hours per calendar year)

Carryover (hours per calendar year)

Small Employer

More than 4 to 49 employees

1 hour / 40 hours worked

40 hours

40 hours

Medium Employer

More than 49 to 249 employees

1 hour / 40 hours worked

56 hours

56 hours

Large Employer

250+ employees

1 hour / 30 hours worked

72 hours

72 hours