



# Have you checked your Paid Sick and Safe Time Policy?

## **REQUIREMENT!** Employers Must Establish a Written Paid Sick and Safe Time (PSST) Policy

Effective April 1, 2016, employers must provide employees with a written policy that describes how the employer is meeting the requirements of the [Seattle Paid Sick and Safe Time Ordinance \(SMC 14.16\)](#). Use this checklist to make sure that your PSST policy is on track to meet all provisions required by the Ordinance and other provisions that will be helpful for your employees to access this critical benefit.

## **REQUIRED PROVISIONS.** The written PSST policy must include the following information:

- Employer's [tier size](#) under the PSST Ordinance**
  - Count full-time equivalents worldwide, including those in an integrated enterprise and joint employer relationship.
- Employer's choice of benefit year**
  - Establish the fixed, consecutive 12-month period for accrual, use and carry over of PSST (i.e. January 1 through December 31; a tax year, fiscal year, or contract year; or the year running from an employee's hire date).
- Rate of PSST accrual, use, and carry-over**
  - Establish rates based on employer [tier size](#); employer policy may be more generous than Ordinance requirements.
- Employer's method of notifying employees of their available PSST hours every pay period**
- Reasonable notice requirements for requesting PSST**
  - Establish method and point of contact for requesting PSST.
  - Describe expected timeline for notice of foreseeable and unforeseeable absences.

## **RECOMMENDED PROVISIONS.** The written PSST policy should also provide information about:<sup>1</sup>

- Purpose of the PSST Ordinance**
  - Refer to [Seattle Paid Sick and Safe Time Ordinance, SMC 14.16](#).
  - Describe the types of absences covered by PSST; define family member for sick time and family member/housemate for safe time.
- Eligibility requirements for employees**
  - Include all employees who work in Seattle.
  - Describe coverage for employees who work in Seattle on an occasional basis.
  - Describe coverage for seasonal employees.
- Use of accrued PSST hours**
  - Define waiting period (maximum 180 calendar days from hire date).

---

<sup>1</sup> Including these provisions is best practice as they ensure that employees understand PSST requirements and rights, and protect businesses through clear communication of the same.

- Establish increments of use (hourly employees can use PSST in 15-minute increments).
  - Confirm that an employee's rate of pay for PSST is the same as if the employee had worked the shift, but that there is no right to lost commissions or tips.
- How PSST works with other leave policies, if provided**
- Explain use of vacation leave for PSST absences.
  - Describe universal or other paid leave policies, such as PTO.
- Documentation requested by the employer after PSST uses of more than 3 consecutive days**
- Actions based on suspicion of PSST abuse**
- Permission to cash out unused PSST hours (not required by the PSST Ordinance)**
- Point of contact for questions**
- Establish point of contact for employee questions about the PSST policy without retaliation.
  - Reference workplace poster and the Seattle Office of Labor Standards.
  - Include Seattle Office of Labor Standards contact information: 206-684-4500 or [laborstandards@seattle.gov](mailto:laborstandards@seattle.gov).