



Have you checked your Paid Sick and Safe Time Policy?

New Requirement for employers' written Paid Sick and Safe Time (PSST) policy

Effective April 1, 2016, employers with more than four full-time equivalent employees (worldwide) must provide employees working in Seattle 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 ordinance requirements and help your employees access this critical benefit.**

- 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 paid sick time and family member/housemate for paid safe time.
- Eligible 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.
- Tier size under the PSST ordinance.**
 - Count full-time equivalent employees worldwide, including those in an integrated enterprise and joint employer relationship.
- Rate of accrual, use, and carry-over.**
 - Establish rates based on employer tier size. An employer's policy may be more generous than the minimum ordinance requirements.
 - Establish whether employees can use vacation leave for PSST absences.
 - Establish whether employees use a Universal or Personal Leave Policy (PTO) for PSST absences.
- Benefit year.**
 - Establish the fixed, consecutive 12-month period of time for accrual, use and carry over of PSST (i.e. January 1 through December 31; tax year, fiscal year, or contract year; or year following an employee's hire date).
- Method of notification of available PSST hours every pay period.**
- Using PSST hours.**
 - Define waiting period (maximum 180 calendar days from hire date).
 - Establish increments of use (hourly employees can use PSST in 15-minute increments).
 - Confirm rate of pay (same as if employee worked the shift, but no right to lost commissions or tips).
- 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.
- Documentation requested by the employer after more than three consecutive days.**
- Actions based on suspicion of PSST abuse.**
- Permission to cash out unused PSST hours. (Note: cash outs are not required by the ordinance.)**
- Point of contact for questions.**
 - Establish point of contact for employees' questions about the PSST policy without retaliation.
 - Reference workplace poster and the Seattle Office of Labor Standards.