



## Overview of Sick and Safe Leave Benefits for City Employees as of December 27, 2017

On November 8, 2016, Washington voters passed Initiative 1433. Among other things, the initiative requires all employers to provide paid sick leave to certain employees starting January 1, 2018. In addition, amendments to the City's Paid Sick and Safe Time Ordinance, SMC 14.16, will likely go into effect in early 2018. As a result of changes to state and local law, the City has made changes to its sick leave policy for City employees, which is codified at SMC 4.24. SDHR will be issuing revisions to City Personnel Rule 7.7 in 2018.

This chart provides an overview of the changes to City employees' sick and safe leave benefits. It is a summary of benefits broken out by type of employee; however, if there is any discrepancy between this chart and the law (local or state), the law will apply. Collective bargaining agreements may provide a more generous benefit. Please refer to your [collective bargaining agreement](#), the City's [Personnel Rules](#), or contact your [human resources representative](#) for complete information about how these benefits apply to you. If you are not sure which type of employee you are, your human resources representative can assist you.

Benefit Condition	Regular Employees and Benefitted Temporary Employees	Non-Benefitted Temporary Employees	LEOFF 1 Employees
<i>Eligible Absences</i>	<ul style="list-style-type: none"> <li>• Personal illness, injury, or medical appointment</li> <li>• Illness, injury, or medical appointment for an eligible family member</li> <li>• Non-medical care of a newborn or child recently placed for adoption, foster care, or legal guardianship</li> <li>• Closure of employee's worksite or of a child's school/place of care for public health reasons</li> <li>• Eligible reasons related to domestic violence, sexual assault, or stalking<sup>1</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Personal illness, injury, medical appointment</li> <li>• Illness, injury, medical appointment for an eligible family member</li> <li>• Closure of employee's worksite or of a child's school/place of care for public health reasons</li> <li>• Eligible reasons related to domestic violence, sexual assault or stalking</li> </ul>	<ul style="list-style-type: none"> <li>• Illness, injury, medical appointment for an eligible family member<sup>2</sup></li> <li>• Closure of employee's worksite or of a child's school/place of care for public health reasons</li> <li>• Eligible reasons related to domestic violence, sexual assault or stalking</li> </ul>

<sup>1</sup> Other uses of sick leave for regular or benefitted temporary employees include conversion to funeral leave, and cash out for sabbatical or retirement. Regular employees and certain benefitted temporary employees may also participate in the City's sick leave transfer program. To understand all benefits related to City sick leave, please refer to your collective bargaining agreement, the City's Personnel Rules, or contact your human resources representative.

<sup>2</sup> LEOFF 1 employees may take paid time off (not deducted from any sick leave balances) pursuant to the LEOFF 1 benefit program.



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Benefit Condition	Regular Employees and Benefitted Temporary Employees	Non-Benefitted Temporary Employees	LEOFF 1 Employees
<i>Eligible Family Members for Which an Employee May Use Sick Leave to Care for</i>	Child of any age, grandparent, grandchild, spouse/domestic partner, sibling, or parent to cover absences related to a family member's illness, injury or medical treatment. Employee may also use sick leave for the above-named family members of the employee's spouse or domestic partner.	Child of any age, grandparent, grandchild, spouse/domestic partner, sibling, or parent/parent-in-law to cover absences related to a family member's illness, injury, or medical treatment.	
<i>Employee's Eligible Family Members for Safe Leave</i>	Family member or roommate for reasons related to domestic violence, sexual assault, or stalking; or for a child whose school has closed for public health reasons.		
<i>Accrual Rate</i>	0.046 hours for every regular pay status hour, up to 40 hours per week	0.034 of hours worked	Frontloaded 72 hours per year for care of a sick family member
<i>Carryover<sup>3</sup></i>	Leave earned may be banked indefinitely and carried over from year to year.	Up to 72 hours of leave may be carried over into the next calendar year.	Leave earned may be banked indefinitely and carried over from year to year.
<i>Minimum/Maximum Use</i>	No limit, but employee may not "borrow" future, unearned sick leave. Most regular employees and some represented benefitted temporary employees may receive donated sick leave through the sick leave transfer program.  Minimum increment is 15 minutes.	No limit, but employee may not "borrow" future, unearned sick leave.  Minimum increment is 15 minutes.	No limit, but may not "borrow" future, unearned sick leave. LEOFF 1 employees may not participate in the sick leave transfer program.  Minimum increment is 15 minutes.
<i>Waiting Period</i>	30 days after commencement of employment	90 days after commencement of employment	N/A (employees joined the LEOFF system prior to October 1, 1977)

<sup>3</sup> The City's sick leave benefit year is the calendar year.



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Benefit Condition	Regular Employees and Benefitted Temporary Employees	Non-Benefitted Temporary Employees	LEOFF 1 Employees
<i>Rate of Pay</i>	Employees must be paid at the same rate of pay and given the same benefits for paid sick leave as they would have earned had they not taken sick leave. Employees who call in sick for an overtime shift may use sick leave for time missed and will be paid for such time at their straight-time rate of pay.		
<i>Documentation</i>	Employees shall provide documentation to verify absences greater than <u>four</u> consecutive days.	Departments may seek documentation to verify employee absences greater than <u>three</u> consecutive days.	
<i>Possible Discipline for Leave Abuse</i>	Disciplinary action will be determined on a case-by-case basis depending on the facts of the situation and other criteria. Discipline may be up to and including termination from employment.		
<i>Reasonable Notice Requirements for Requesting Sick Leave</i>	Length of notice required by employees will depend on the operating needs of the department. Employees should check with their supervisors to understand expectations around providing notice for foreseeable sick and safe leave absences.		
<i>Sick Leave Cash Out at Separation?</i>	Only if retiring from City service, and at the rate provided by SMC 4.24, the Personnel Rules or applicable labor contract.	No.	
<i>Reinstatement of Sick Leave</i>	Employees who are rehired after layoff <sup>4</sup> may have all sick leave reinstated, regardless of when they are rehired. Employees who are rehired within 12 months, regardless of the reason they separated, shall have all unused sick leave reinstated to the extent it was not cashed out.	Employees who are rehired within 12 months shall have all unused sick leave reinstated.	

An employer cannot retaliate against an employee for asserting his or her rights under this law, filing a complaint with OLS, or telling others about their rights.

Please refer to your [collective bargaining agreement](#), the City's [Personnel Rules](#), or contact your [human resources representative](#) for complete information about how these benefits apply to you.

<sup>4</sup> "Layoff" does not include separated employees who do not have civil service status, such as temporary employees or employees in other civil service exempt titles or positions.