



SAMPLE EMPLOYEE WAIVER CANCELLATION

Improving Access to Medical Care for Hotel Employees

Seattle Municipal Code 14.28

The Improving Access to Medical Care for Hotel Employees Ordinance, Seattle Municipal Code (SMC) 14.28, allows employees to waive their rights to be covered by the ordinance or to receive healthcare expenditures. The Office of Labor Standards creates and maintains the forms that can be used to do so. These forms are titled “Ordinance (ORD) Waiver” and “Healthcare Expenditure (EXP) Waiver.” Both waiver processes result in the same outcome (employee does not receive healthcare expenditures from their employer) but each have different criteria. More information and copies of these forms can be found on the OLS website.

An employee may revoke (cancel) either of these waivers during any period of annual open enrollment or due to an event that makes the employee eligible for health coverage by their employer. An employee must revoke their waiver in writing. The below language is an example of what can be given to an employer to cancel a waiver.

Cancellation of voluntary waiver

I no longer wish to give up my right to the healthcare expenditures granted by Seattle Municipal Code 14.28. I withdraw my voluntary waiver form.

Sincerely,

Employee Name	First Last
Employee Signature	
Date	MM/DD/YYYY