

SICK LEAVE POLICY – WASHINGTON

Effective January 1, 2018, all Washington non-exempt employees are eligible for paid sick leave, regardless of their full-time, part-time, or seasonal status. A new employee is entitled to begin using accrued paid sick leave on the ninetieth calendar day after commencement of employment.

Accrual.

Paid sick leave begins to accrue at the start of employment. An employee accrues paid sick leave at the rate of 1 hour of sick leave for every 40 hours worked. There is no cap under Washington law on the number of paid sick leave hours that may be accrued in a benefit year.

Paid sick leave is accrued only while working. It does not accrue on scheduled time off such as holiday, vacation, sick, or any other Company provided paid time off, or while an employee is on any type of leave. Paid sick leave hours will not count toward the calculation of overtime pay.

Benefit Year.

The sick leave “benefit year” is from: _____ to _____. *[The employer can define the benefit year, which can be—for example—the calendar year, fiscal year, anniversary date, etc.]*

Carry-Over of Paid Sick Leave.

At the end of the benefit year, an employee may carry over up to forty (40) hours of accrued unused paid sick leave from one benefit year to the next benefit year.

Authorized Uses of Paid Sick Leave.

Paid sick leave may be used by employees for the following reasons:

- An employee’s absence resulting from:
 - the employee’s mental or physical illness, injury, or health condition,
 - the employee’s need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition, or
 - the employee’s need to obtain preventative health care

- An absence to allow an employee:
 - to provide care for a family member with a mental or physical illness, injury, or health condition,
 - to provide care for a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition, or
 - to provide care for a family member who needs preventative health care

- An absence for leave due to domestic violence, harassment, sexual assault, or stalking, as provided under the Washington Domestic Violence Leave Act;
- An absence when the Company's place of business or an employee's child's school (or place of care), has been closed by order of a public official for any health-related reason.

“Family members” include a child or parent (including biological, adopted, foster, or step children or parents or legal guardians), parent-in-law, spouse, registered domestic partner, grandparent, grandchild, or sibling. Under Washington domestic violence laws, “family member” also includes the person with whom the employee has a dating relationship. For additional information on who is a qualifying family member, please contact **Human Resources**.

Required Notice By Employee for Foreseeable Sick Leave.

If the need for paid sick leave is foreseeable, such as routine doctor appointments and other planned or foreseeable use of paid sick leave, employees must request to use paid sick leave at least ten (10) days in advance, and preferably as early as practicable.

Required Notice By Employee for Unforeseeable Sick Leave.

For unforeseeable absences, such as a sudden serious illness, medical emergency, or unforeseeable hospitalization, employees must provide notice to their supervisor or manager as soon as possible, preferably at least one hour prior before the scheduled start of the day. If an employee is unable to provide notice because of an emergency or other unforeseeable absence, a person on the employee's behalf such as a family member may provide notice to the company.

Verification of Use of Paid Sick Leave.

For absences exceeding three (3) consecutive days (i.e. more than 3 consecutive days that an employee is scheduled to work), the Company may request the employee to provide verification that the employee's use of paid sick leave is for an authorized purpose. The Company will provide the employee with a form for providing verification, and forms are available from **Human Resources**. If the Company requires verification, the employee must provide the verification within a reasonable time period during or after the leave. Consistent with state law, the requirement for verification may not result in an unreasonable burden or expense on the employee and may not exceed privacy or verification requirements otherwise established by law. Also consistent with federal and state law, a medical release statement or doctor's note may be requested for review by the Company before the employee may return to work in certain situations.

Attendance is an essential function of all jobs with the Company, and the Company may deny paid sick leave if the Company believes it is appropriate to do so (such as attempts to take paid sick leave for non-authorized or fraudulent reasons) and if doing

so is not inconsistent with the Washington Paid Sick Leave Law and/or any laws protecting certain types of leave, including for disabilities.

Using Paid Sick Leave – Minimum Increments of Use.

A new employee is entitled to begin using accrued paid sick leave on the ninetieth (90th) calendar day after commencement of employment. Paid sick leave may be taken in hourly increments or the smallest increment in which compensation is tracked by the Company.

Once an employee has used all of his or her accrued paid sick leave, the employee may use his or her vacation time, or request time off without pay, which requests will be determined consistent with federal and state leave laws and the Company's policies and procedure. If an employee does not have available vacation time and further unpaid sick leave is not protected by federal or state law, any further absences may be deemed unexcused and subject to corrective action. For additional information on leave requests after all accrued sick leave has been used during the benefit year, please see Human Resources.

Payment for Paid Sick Leave.

Sick leave is paid at the employee's "normal hourly compensation." It does not include commissions, tips, gratuities, service charges, holiday pay, or other premiums rates. Paid sick leave hours do not count toward the calculation of overtime pay.

Notice to Employees Regarding Accrued Paid Sick Leave.

Employees will receive either written or electronic notice of their paid sick leave balances each month. Notice will be provided on *[insert method of notice, such as on a pay stub, direct deposit statement, or electronic payroll site]*. The notice will include:

- The amount of paid sick leave that has **accrued** since the last notification
- The amount of paid sick leave **used** since the last notification
- The total amount of unused, accrued sick leave **available** for use by the employee

Termination and Reinstatement on Re-hire.

Unused accrued sick leave will not be paid or cashed out upon termination of employment.

Employees who leave employment with the Company, and are re-hired within twelve (12) months, will have reinstated any accrued sick leave that was accrued and unused at the time of their termination. However, if the period of time that the employee separates from employment extends into the following "benefit year," consistent with the carryover requirement for Washington's Paid Sick Leave Law and regulations, the

Company is only required to reinstate forty (40) hours of the employee's accrued, unused paid sick leave.

If an employee is rehired within 12 months of separation, the employee will not be required to wait another 90 days to use his or her accrued paid sick leave if the employee met the 90-day requirement during the previous period of employment. If an employee did not meet the 90-day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked for the Company will count towards the 90 days for purposes of determining the employee's eligibility to use paid sick leave.

Anti-Retaliation Policy.

An employee may not be discriminated or retaliated against for lawful exercise of paid sick leave rights. Employees will not be disciplined for lawful use of paid sick leave.

If an employee in good faith believes that he or she has been discriminated or retaliated against under this policy or Washington law, the employee must immediately notify **Human Resources**.

Any employee who discriminates or retaliates against another employee for his or her lawful exercise of paid sick leave rights, may be subject to disciplinary action, up to and including termination of employment.