



## Does your Paid Time Off Policy Check Out?

*An Employer Checklist for Complying with the City of Tacoma Paid Leave Ordinance*

**Do you have employees that work within Tacoma City Limits? The checklist below can help make sure that your current paid time off plan meets the requirements of the City of Tacoma Paid Leave Ordinance (effective February 1, 2016).**

- All of my employees who work within Tacoma 80+ hours in a year qualify for paid leave benefits, including part-time, seasonal, and temporary staff
- My employees earn a minimum of 1 hour of paid leave time for every 40 hours worked
- My employees can earn up to 24 hours (or more) of paid leave per year
- My employees can begin using their accumulated leave 180 calendar days after their hire date
- At the end of the year, my employees can carryover at least 24 hours of accrued, but unused, paid leave time
- My employees can use 40 hours (or more) of earned or carried over leave in a calendar year
- My employees can use their leave for all of the reasons outlined by the Ordinance:
  - *Medical or mental health condition, injury, or preventative care;*
  - *When an employee's place of business has been closed by order of a public official or to care for a child whose school has been closed by order of a public official;*
  - *To seek law enforcement or legal help for domestic violence or sexual assault;*
  - *To seek safety from domestic violence, sexual assault, or stalking; and*
  - *For needs related to the medical health, mental health, safety, or bereavement of a family member (child, spouse, domestic partner, parent, grandparent).*
- I am keeping the records specified by the Ordinance for three years (employee name, hire date, paid leave accrued, paid leave used, etc.)
- I have posted the City of Tacoma "Notice to Employers & Employees" in the workplace. If my employees speak Spanish, Korean, Russian, Cambodian, or Vietnamese, I have provided those employees notice in that language (Notices available at [www.cityoftacoma.org/paidleave](http://www.cityoftacoma.org/paidleave))
- I have written policies that are readily available to Employees and comply with the Paid Leave Ordinance and Rules **if** I've chosen to put the following **optional** policies in place:
  - *Requiring documentation for absences*
  - *Donations of leave*
  - *Shift swapping / substitute shifts*
  - *"Front Loading" hours*
  - *Use of leave in increments of more or less than one hour*
  - *Premium Pay Program*
  - *Pay out of accrued leave*
- A personal statement signed by the employee can be used to fulfill any documentation requirement for absences covered by the Ordinance
- I provide my employees with their total balance of paid leave hours regularly (on each paystub, etc.)

**More questions? We're here to help: [paidleave@cityoftacoma.org](mailto:paidleave@cityoftacoma.org) or 253-591-5306.**

This list reflects the minimum requirements set by the Paid Leave Ordinance. More generous policies are permitted.

*This checklist is provided as a quick reference for Employers. Complete guidelines can be found in Tacoma Municipal Code (TMC) Section 18.10 "Paid Leave" as well as the Paid Leave Rules adopted by the Finance Director. It is the Employer's responsibility to remain up-to-date and in compliance if changes occur in TMC 18.10 or the Paid Leave Rules. You can find the Ordinance, Rules, E-Newsletter sign up, and more at: [www.cityoftacoma.org/paidleave](http://www.cityoftacoma.org/paidleave).*