



## Paid Leave Quick Reference Guide

*This guide is provided as a quick reference tool. Complete guidelines can be found in both 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 with TMC 18.10 and the Paid Leave Rules in their entirety. The complete Paid Leave Ordinance, Rules, and more information available at [cityoftacoma.org/paidleave](http://cityoftacoma.org/paidleave).*

TOPIC		References in Ordinance / Tacoma Municipal Code	References in Rules
<b>EFFECTIVE DATE</b>		TMC 18.10.080	
<b>ELIGIBILITY</b>	Covered Employees	18.10.010.J	Rule 1.0
	80-hour Requirement	18.10.010.J	Rule 1.1 – 1.3
	Waiver	18.01.090	
<b>CALENDAR YEAR</b>	Definition, Determination of	18.10.010.C	Rule 2.7
<b>ACCRUAL</b>	General	18.01.020	
	Beginning on hire (after 2/1/2016)	18.01.020.D	
	Salaried / Overtime Exempt	18.10.020.C	
	Notice of Accumulated Hours	18.10.030.K	
	Annual Carry Over	18.10.030.B	Rule 12.6
<b>USE</b>	Eligible to Use: 180 days after hire	18.10.030.A	
	Total annual use limited to 40 Hrs	18.10.030.B	
	Qualifying Absences	18.10.030.C	
	Family Members Defined	18.10.010.M	
	Requesting Paid Leave / Providing Notice	18.10.030 (D,F)	
	Incremental Use	18.10.030.E	Rule 3.0
	Concurrent Leave		Rule 12.1
	On Call Shifts		Rule 12.2
	Overtime Hours		Rule 12.3
	Disciplinary Leave		Rule 12.4
	Multiple Work Locations		Rule 12.5
<b>RATE OF PAY</b>	General	18.10.010.O	Rule 10.1
	Tips, Gratuities, Travel Allowances		Rule 10.2
	Commissions		Rule 10.3
	Fluctuating Pay		Rule 10.4
	Annual Salary		Rule 10.5
	Shifts of Indeterminate Length		Rule 10.6
<b>PAYMENT OF BENEFITS</b>	General		Rule 13.0

<b>SEPARATION FROM EMPLOYMENT</b>	Breaks in Service, Rehire, and/or Reinstatement	18.10.020.F	Rule 9.0
	Payout option		Rule 9.2
	Payout not required	18.10.030.L	
<b>SUCCESSOR EMPLOYER</b>	New business ownership		Rule 8.0
<b>EMPLOYER RESPONSIBILITIES</b>	Records	18.10.060.B	Rule 6.0
	Noticing	18.10.050 (A-D)	Rule 7.3
	Certification of Compliance	18.10.060.A	Rule 7.0
<b>OPTIONAL EMPLOYER POLICIES</b>	More Generous Policies Permitted	18.10.020.B	
	Employer Attendance Policies / Written Documentation		Rule 2.0
	Universal Paid Time Off Programs	18.10.020.E (1-3)	Rule 6.3
	Front Loading	18.10.020.G	
	Shift Swapping, Substitute Hours/Shifts, Additional Hours/Shifts	18.10.030 (G-I), 18.10.010.I	Rule 11.0
	Donations of Paid Leave between employees	18.10.030.J	Rule 4.0
	Premium Pay Programs	18.10.010.R, 18.10.020.E	Rule 5.0
<b>ADMINISTRATION</b>	Rights Protected, Retaliation Prohibited	18.10.040 (A-C)	Rule 2.5, 2.6
	No private cause for action	18.10.070.C.6	
	Investigation, Conciliation, Settlement, & Enforcement	18.10.070 (A-C)	Rule 14.0
	Administrative Review (Appeals)	18.10.070.D	Rule 15
<b>DEFINITIONS</b>		18.10.010	
<b>SEVERABILITY</b>		18.10.100	