



At some point, employees may need temporary time off from work to take care of their personal health and safety needs or the health and safety needs of family members. Paid Leave ensures that employees can do this without losing a day's wages or their job. It also protects public health by allowing employees to stay home when they are sick.

Support for Employees

Employees who use paid leave are protected from retaliation. The City of Tacoma will investigate alleged violations, enforce paid leave requirements and settle disputes.

Support for Employers

The City of Tacoma provides workplace notices in six languages, training, tools for evaluating your paid time off policies and more.

Contact Us

Visit cityoftacoma.org/paidleave for resources related to paid leave or request them by calling (253) 591-5306.

Paid Leave

Feel Well, Work Well



Starting in February 2016, workers in Tacoma can earn up to 24 hours of paid time off each year. This leave can be used for temporary time off of work when a worker or their immediate family member has health or safety needs.

Who earns paid leave?

The Paid Leave Ordinance applies to all employees who work within the city limits of Tacoma for 80+ hours in a calendar year.

How much is earned?

All employees (full time, part time and temporary) earn one hour for every 40 hours worked within Tacoma, up to 24 hours within a calendar year.

How much can be used each year?

Employees may carry forward up to 24 hours of unused paid leave into the next year, but use of paid leave is limited to 40 hours in any one year.

When can employees begin using accrued leave?

Employees may use paid leave 180 days after the start of employment.

What kinds of absences are covered by paid leave?

Employees can request use of their earned leave time for the following:

- Medical or mental health condition, injury or preventative care (either for the employee or their family member);
- 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 (either for the employee or their family member);

- To seek safety from domestic violence, sexual assault or stalking (either for the employee or their family member); and
- For bereavement of a family member (child, spouse, domestic partner, parent, grandparent).

What if my paid time off benefits exceed these amounts?

The Paid Leave Ordinance sets a minimum employment standard and is in no way intended to limit or prohibit more generous leave policies.

How can I learn more?

The complete Paid Leave Ordinance, Paid Leave Rules and more are available at cityoftacoma.org/paidleave or by calling (253) 591-5306.