



Does your Paid Time Off Policy Check Out?

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

Do you have employees that work within Tacoma City Limits? The checklist below can help ensure that your policies meet the requirements of the City of Tacoma Paid Sick Leave Ordinance effective January 1, 2018.

- All of my employees who work in Tacoma qualify for paid sick leave, including part-time, seasonal, & temporary staff; overtime-exempt staff that work 80+ hours per year in Tacoma are also covered
- My employees earn a minimum of 1 hour of paid sick leave time for every 40 hours worked
- My employees can begin using their accumulated leave 90 calendar days after their hire date
- At the end of the year, my employees can carryover at least 40 hours of any remaining paid sick leave
- My employees can use all of 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 for any health related reason 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, grandchild, spouse, domestic partner, parent, grandparent, or sibling).*
- I am keeping the records specified by the Ordinance for three years (employee name, hire date, paid sick leave accrued, paid sick leave used, etc. – See Paid Sick Leave Rule 5.0.)
- I allow my employees to use their leave in the same increments of time that are tracked for other payroll purposes (e.g., 15 minutes at a time, etc) OR I have applied for & received a variance from Washington State Labor & Industries to use a larger increment of time
- 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/paidsickleave)
- I have written policies or agreements readily available to Employees and am complying with all requirements listed in the Paid Sick Leave Ordinance & Rules **if** I've chosen to put the following **optional** policies in place:
 - *Requiring documentation for absences*
 - *“Front Loading” paid sick leave hours*
 - *Donations of leave among coworkers*
 - *Requiring employees to give notice of absence*
 - *Universal / Combined Paid Time Off (PTO)*
 - *Pay out of leave at end of employment*
- If my policy requires a doctor's note or other verification, this requirement is only in effect for absences exceeding three days & does not provide an unreasonable burden or expense to the employee
- I provide my employees with their total balance of available paid sick leave as well as the hours earned and used at least once per month

More questions? We're here to help: paidsickleave@cityoftacoma.org or 253-591-5306.

This checklist is provided as a quick reference for Employers. Complete guidelines can be found in Tacoma Municipal Code (TMC) Section 18.10 “Paid Sick Leave” as well as the adopted Paid Sick Leave Rules. It is the Employer's responsibility to remain up-to-date if TMC 18.10 or the Paid Sick Leave Rules are amended.

Learn more: www.cityoftacoma.org/employmentstandards

This list reflects the minimum requirements set by the Paid sick leave Ordinance. More generous policies are permitted. Dec 2017