



## Paid Sick 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 Sick Leave" as well as the Paid Sick 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 Sick Leave Rules in their entirety. The complete Paid Sick Leave Ordinance, Rules, and more information available at [cityoftacoma.org/paidsickleave](http://cityoftacoma.org/paidsickleave).*

TOPIC		References in Ordinance / Tacoma Municipal Code	References in Rules
ELIGIBILITY	Covered Employees	18.10.010.M	Rule 1.0
	80-hour Requirement	18.10.010.M	Rule 1.1 – 1.3
BENEFIT YEAR	Definition, Determination of	18.10.010.B	Rule 2.14
	Carry Over	18.10.030.B	Rule 9.4
ACCRUAL	General	18.10.020	
	Overtime Exempt Employees	18.10.020.C	
	Beginning on hire	18.10.020.D	
	Notice of Accumulated Hours	18.10.030.L	Rule 6.4
	Annual Carry Over/Cash out	18.10.030.B	Rule 9.4
USE	Eligible to Use: 90 days after hire	18.10.030.A	
	Qualifying Absences	18.10.030.C	
	When Business closed for health related reasons	18.10.030.C.3	Rule 9.3
	Reasonable Notice / Requesting Leave	18.10.030.D, 18.10.030.F	Rule 2.2-2.3
	Verification / Requesting a Doctor's Note	18.10.030.D.3, 18.10.060.C	Rule 2.4 – 2.11
	Increment Of Use	18.10.030.E	Rule 3.0
	Cannot require replacement worker	18.10.030.J	
	Family Members Defined	18.10.010.P	
	Instances of Abuse		Rule 2.13
	Concurrent Leave		Rule 9.1
	On-Call Shifts		Rule 9.2
	Overtime Hours		Rule 8.2
	RATE OF PAY	General / Hourly Rate Defined	18.10.010.S
Tips, Gratuities, Travel Allowances		18.10.010.S	Rule 8.2
Commissions, Piece Rate			Rule 8.3.A – 8.3.B
Non-Exempt Salaried Employees			Rule 8.3.C
Overtime-Exempt Employees			Rule 8.3.D
Fluctuating Pay			Rule 8.3.E
Shifts of Indeterminate Length		18.10.030.M	
PAYMENT OF LEAVE	General		Rule 10.0

<b>SEPARATION FROM EMPLOYMENT</b>	Breaks in Service, Rehire, and/or Reinstatement	18.10.020.G	Rule 7.0
	Payout option		Rule 7.2
	Payout not required	18.10.030.N	
<b>SALE OR TRANSFER OF BUSINESS</b>	New business ownership	18.10.060.D	
<b>EMPLOYER RESPONSIBILITIES</b>	Noticing	18.10.050	Rule 6.3
	Records	18.10.060.B	Rule 5.0
	Certification of Compliance	18.10.060.A	Rule 6.1 - 6.2
<b>OPTIONAL EMPLOYER POLICIES</b>	More Generous Policies Permitted	18.10.020.B	Rule 2.16, 6.4
	Employer Attendance Policies / Written Documentation	18.10.010.I	Rule 2.0
	Universal Paid Time Off Programs	18.10.020.E (1-3)	Rule 5.4, 2.15 - 2.20
	Front Loading	18.10.020.H	Rule 2.21 - 2.27
	Shift Swapping	18.10.030 (G-H, J)	
	Donations of Paid Sick Leave between employees	18.10.030.K	Rule 4.0
	Premium Pay Programs	18.10.010.V, 18.10.020.F	Rule 12.4 – 12.13
	Third Party Administrators		Rule 13.0
	Paid Sick Leave Pools for Multiple Employers		Rule 13.3
<b>ADMINISTRATION</b>	Rights Protected, Retaliation Prohibited	18.10.040	Rule 11.0
	Investigation, Conciliation, Settlement, & Enforcement	18.10.070 (A-C)	Rule 14.0
	Administrative Review (Appeals)	18.10.070.D	Rule 15.0
<b>DEFINITIONS</b>		18.10.010	
<b>SEVERABILITY</b>		18.10.100	
<b>STATE PROHIBITED POLICIES</b>	Collective Bargaining Agreements (CBA) Waivers	18.10.090	Rule 12.1 - 12.3
	Premium Pay Programs	18.10.010.V, 18.10.020.F	Rule 12.1, 12.4 - 12.13
	Restaurant Shift Swap	18.10.030.I, 18.10.030.L	

#### ADDITIONAL RESOURCES

##### State:

- [RCW 49.46 Minimum Wage & Labor Standards](#)
- [WAC 296-128 Minimum Wages \(& Paid Sick Leave\)](#)
- [RCW 49.76 Domestic Violence Leave](#)
- [WAC 296-135 Leave for DV Victims](#)

##### Federal:

- [Fair Labor Standards Act \(FLSA\)](#)