Mandatory Paid Sick Leave
Effective January 1, 2018
State of Washington & City of Tacoma

Washington State Paid Sick Leave Law (Initiative 1433)

- January 1, 2018, employers are required to provide non-exempt employees with paid sick leave
- Employees must accrue paid sick leave at a minimum rate of one hour of paid sick leave for every 40 hours worked
- There is no requirement for the employer to provide additional leave if the employer already provides leave that is more generous than the mandatory leave requirement
- Definition of family members now extends to grandchildren and siblings; or if the employee is a de facto parent, or there is a health related closure of school or place of care
- Leave can be used for state Domestic Violence Leave Act related matters
- Requires an annual carryover of unused leave up to 40 hours

NOTE: City Paid Sick Leave Ordinance, Tacoma Municipal Code (TMC) 18.10, requires paid sick leave to be provided to both exempt and non-exempt employees

Current City of Tacoma Allocation of Leaves

- 65% of employees currently accrue sick leave (minimum accrual 3.69 hours per pay period)
- 35% of employees accrue PTO (minimum accrual 5.54 hours per pay period)
- City employees will not accrue more leave – current City sick leave and PTO accruals already exceed the minimum mandatory leave requirements. A small number of employees who currently do not accrue any leave (event, emergency, elected) will receive mandatory Paid Sick Leave under the new laws

Current Steps to Comply with State Law and City Ordinance

- Each employee will continue to accrue sick leave or PTO leave at current rates
- Event, emergency, and elected employees will earn mandatory Paid Sick Leave at a rate of 1 hour for every 40 hours worked
- Because mandatory Paid Sick Leave accruals are based on hours worked, an employee who works 148 hours or more in a pay period will accrue more sick leave; for example, an employee who worked 148 hours in a pay period would accrue 3.7 hours of sick leave, instead of 3.69
- Separately, the City will track, record, and report one hour of designated mandatory Paid Sick Leave for every 40 hours worked by employees behind the scenes
- New leave types will be created to track employee accrual, use, and balances of mandatory Paid Sick Leave
- For exempt employees, there is no requirement to accrue additional leave for hours worked beyond a 40 hour work week. If an exempt employee’s work week is less than 40 hours, leave will accrue based on the employee’s normal work week.
- Employees will use new mandatory Paid Sick Leave codes created within existing leave tracking procedures in SAP to designate, track, and report leave use under mandatory Paid Sick Leave.

Notices to Employees

- Employees will receive notices (at least monthly) of hours worked, mandatory Paid Sick Leave accrued and used, and hours remaining under mandatory Paid Sick Leave.
- Employees will see new posters at work sites
- Information will be available from Managers and Supervisors after training occurs
- Human Resources and Finance/Payroll staff will be resources for employees
- Timekeepers/Data Administrators will also be trained for assistance on new leave types

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