



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