

## Employee Paid Sick Leave Notification – Washington Employees

Employees working in Washington are entitled to accrue paid sick leave beginning January 1, 2018 or upon your hire date after January 1. This leave will accrue at 1.542 hours for every 40 hours you work.

Reasons employees may use accrued paid sick leave:

- An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;
- To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care;
- When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a reason; and
- For absences that qualify for leave under the state's Domestic Violence Leave Act (sexual assault, domestic violence, or stalking).

Eligible family members to use sick leave for:

- Spouse
- Child (includes biological, adopted, foster, step, legal guardian, de facto parent of, regardless of age or dependency)
- Grandparent
- Grandchild
- Sibling
- A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse, or a person who stood in loco parentis when the employee was a minor child

Accrued, unused paid sick leave balances will be carried over from one year to the next up to a maximum of:

- 76 hours in your Short-term sick leave bank, and
- 1,000 hours in your Extended sick leave bank

You may access both banks without a waiting period. Unused sick leave may not be transferred to paid leave or cashed out upon termination of employment.

Retaliation against you by the Oregon Conference or its local entities for using paid sick leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act (chapter 49.46 RCW), is prohibited.

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Employee Signature

Date