

Employee Paid Sick Leave Notification

As of January 1, 2018, all employees of the Archdiocese of Seattle are entitled to accrue paid sick leave.

Regular employees (those who work 20 or more hours per week) accrue leave at one (1) hour of paid sick leave for every 21.667 hours you work. **There are no changes to the accrual rate for regular employees (one day per month worked).**

All other employees working less than 20 hours per week accrue one (1) hour of sick leave for every 30 hours worked. This begins either as of January 1, 2018 or as of your hire date if after January 1, 2018.

You may use this accrued paid sick leave for the following reasons (as outlined at RCW 49.46.210(1)(b) and (c)):

- To care for yourself or a family member;
- When you or a family member is the victim of sexual assault, domestic violence, or stalking; and
- In the event our business or your child's school or place of care is closed by order of a public official for any health-related reason.
- Refer to your copy of the Personnel Policies for other allowed sick leave uses.

Archdiocese of Seattle accrual year is January 1 to December 31.

For employees working over 20 hours per week:

- Accrued, unused paid sick leave balances of 520 hours or less will be carried over to the following year.
- Accrued, unused paid sick leave over 520 hours will be forfeited (720 hours for full-time educators).

For employees working less than 20 hours per week:

- Accrued, unused paid sick leave balances of 72 hours or less will be carried over to the following year.
- Accrued, unused paid sick leave over 72 hours will be forfeited.

You are entitled to use accrued paid sick leave as soon as you have accrued it.

Retaliation against you by the **Archdiocese of Seattle** 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.

Print Employee's Name

Employee's Signature

Date

Provide employee a signed copy

Personnel File Copy