

NOTICE TO EMPLOYERS AND EMPLOYEES

Effective February 1, 2016: The City of Tacoma Paid Leave Ordinance (TMC 18.10) ensures that all eligible persons working in the City earn Paid Leave to use when they or a family member are sick, injured, need preventative health care or need to seek help for domestic violence, sexual assault, stalking or other safety related issues. The Ordinance is intended to allow employees to care for themselves and family members, making Tacoma a healthier, more secure, and more productive community.

WHO QUALIFIES? EMPLOYEES RECEIVING PAID LEAVE

The Paid Leave Ordinance applies to all Employees who work within the geographical boundaries of the City of Tacoma (the "City" or "Tacoma") for 80 hours or more in a calendar year, regardless of whether their Employer is physically located in the City or not.

HOW MUCH? ACCRUAL OF PAID LEAVE

Employers shall provide Employees with a minimum of one (1) hour of paid leave for every forty (40) hours worked within the City, up to a total of 24 hours within a year. Employees shall be entitled to use accrued paid leave beginning on the 180th calendar day after their start of their employment. Employers may, at their option, have a paid leave policy that exceeds the minimum requirements required by the Ordinance.

CARRYOVER CARRYOVER OF UNUSED PAID LEAVE

Employees are allowed to earn up to 24 hours of Paid Leave in a year. The Ordinance allows an Employee to carry over unused accrued paid leave (up to 24 hours) into the following calendar year. An Employee can then use carried over time in addition to accrued time, with total use not to exceed 40 hours in any calendar year.

USAGE USES OF PAID LEAVE

Employees may use Paid Leave time for any of the following reasons:

- Mental or physical illness, injury or preventative health care (for either the Employee or an Employee's family member);
- When an Employee's place of employment has been closed by order of a public official or to care for a child whose school has been closed by order of a public official;
- To seek law enforcement or legal help for domestic violence or sexual assault (either for the Employee or an Employee's family member);
- To seek safety from domestic violence, sexual assault, or stalking, (either for the Employee or an Employee's family member); and
- For bereavement of a family member.

OPTIONS SHIFT SWAP, DONATIONS OF PAID LEAVE, & PREMIUM PAY

Employers and Employees may mutually agree to allow an Employee to work additional hours or shifts in lieu of using Paid Leave. Employers may establish policies allowing Employees to exchange or trade shifts. Employers may establish a policy allowing Employees to donate Paid Leave time to another Employee. Employers may institute an approved Premium Pay Program, providing extra pay in lieu of benefits.

REQUIREMENTS DOCUMENTATION REQUIREMENTS

An Employer may take reasonable measures to verify or document that an Employee's use of Paid Leave is lawful. If the Employer chooses to require written documentation or other verification of the use of all or a portion of an Employee's Paid Leave, the Employer must have a written policy regarding the requirement of written documentation or other verification and said policy must be readily available to all Employees.

ENFORCEMENT FILING A COMPLAINT

If an Employee believes that he/she has been subject to a violation of the Paid Leave Ordinance, they may file a complaint in writing with the City of Tacoma. Employers are prohibited from taking adverse action against Employees who exercise any right under this Ordinance. For more information or to file a complaint, visit the www.CityofTacoma.org/paidleave or the City of Tacoma Customer Support Center (747 Market Street, #243).

For more information go to the City of Tacoma's Paid Leave webpage at www.CityofTacoma.org/paidleave or call 253-591-5306.

This notice must be posted in a conspicuous and accessible place in each establishment where your employees work.