

State of Washington and City of Tacoma Mandatory Paid Sick Leave Notification

By State statute (RCW chapter 49.46) and Tacoma Municipal Code (TMC chapter 18.10), all City employees must accrue at least one (1) hour of mandatory Paid Sick Leave for every 40 hours worked, beginning January 1, 2018. As a City employee, you will not accrue more leave -- your current sick leave¹ or PTO² accruals already exceed the minimum mandatory Paid Sick Leave.³

The mandatory Paid Sick Leave will be tracked behind the scenes. The sick and PTO leave accruals currently reported on your pay advice will look the same. Mandatory Paid Sick Leave accruals, usage, and balance will be reported to you separately and at least monthly.

You may use your accrued mandatory Paid Sick Leave as it is earned and accrued, in the same time increments that you currently use. You may not use accrued mandatory Paid Sick Leave in the same pay period in which it is earned.

You may use accrued mandatory Paid Sick Leave for the following reasons:

- To care for yourself or a family member. "Family member" means:
 - A child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status;
 - A biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
 - A spouse;
 - A registered domestic partner;
 - A grandparent;
 - A grandchild; or
 - A sibling.
- When you or a family member is the victim of sexual assault, domestic violence, or stalking.
- In the event your work location or your child's school or place of care is closed by a public official for any health-related reason.

Retaliation against you by the City of Tacoma for using mandatory Paid Sick Leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act (chapter 49.46 RCW), is prohibited.

¹ TMC 1.12.230

² TMC 1.12.248

³ If you work significant overtime, your accrual may increase so that you receive one hour of mandatory Paid Sick Leave per 40 hours worked in that pay period; for example, if you worked 148 hours in a pay period, you would accrue 3.7 hours of sick leave, instead of 3.69.