



## MEMORANDUM

To: Pastoral Assistants for Administration  
Principals  
Bookkeepers

FROM: Denise Aubuchon *DA*  
Associate Director of Human Resources

RE: **New Seattle Paid Sick/Safe Time Law Implementation**

DATE: September 13, 2012

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As most of you are aware, effective September 1, 2012, anyone working within the city limits of Seattle is eligible to begin accruing paid sick leave. The **Seattle Paid Sick/Safe Time (PSST)** ordinance requires employers to provide all employees who work within Seattle city limits a minimum amount of paid sick and safe time (PSST). What this means for you is that anyone working in a parish or school who is currently not eligible for benefits may now be eligible to begin accruing paid sick leave under the terms of this new law. The PSST may be used for illnesses of the employee or close family member; reasons related to domestic violence, sexual assault or stalking; and school or workplace closures by public officials to limit health hazards.

There are some minimum eligibility requirements - additional information can be found on the attached City of Seattle poster. Please make sure that a copy of this poster is placed alongside the other required employment posters.

Please note: this new law does not apply to anyone working in a parish or school as a vendor or independent contractor.

**A representative from ADP will be contacting each parish and school within the City of Seattle to offer assistance in setting up this additional accrual in ADP.**

Please contact the Office of Human Resources with any questions regarding the implementation of this new requirement.



# Seattle Paid Sick and Safe Time

**Starting September 1, 2012**, employers are required to provide paid sick and safe time to their employees who work within Seattle city limits.

Employees are eligible for paid sick and safe time if work is performed on a full-time, part-time or temporary basis, including employees who occasionally work in Seattle for more than 240 hours per calendar year.

**Paid sick and safe time may be used for:**

- illness, injury or health condition or for preventative care for an employee or an employee's partner or family members.
- reasons related to domestic violence, sexual assault, or stalking.
- school or workplace closure by a public official to limit health hazards.

## Paid Sick and Safe Time Ordinance: SMC 14.16

General Information		Small Employer	Medium Employer	Large Employer
Full-time equivalent employees	More than 4 to 49 employees	More than 49 to 249 employees	250 or more employees	
Accrual of paid sick and safe time	1 hour for every 40 hours worked	1 hour for every 40 hours worked	1 hour for every 30 hours worked	
Use of paid sick and safe time	40 hours per calendar year	56 hours per calendar year	72 hours per calendar year	
Carryover of unused paid sick and safe time	40 hours per calendar year	56 hours per calendar year	72 hours per calendar year	
Employers must notify employees of available paid sick and safe time each time wages are paid.				

Employees are protected from retaliation.

For more information, contact SOCR at:  
(206) 684-4500 or [www.seattle.gov/civilrights](http://www.seattle.gov/civilrights)

This information is available in other languages and formats.



**PAID SICK & SAFE TIME**  
Seattle Works Well