

Paid sick and safe time promotes economic security, public health and productivity.

- **Builds family economic security** by ensuring employees can care for their health without losing a day's wages or even their job.
- **Protects public health** by encouraging sick employees and children to stay home, away from coworkers, school, and customers.
- **Creates more productive workplaces** by limiting the spread of disease, reducing the potential for workplace accidents, and boosting employee productivity.
- **Promotes equity** by developing more equal access to paid sick and safe time.



Support for employees >>>

Employees who use paid sick and safe time are protected from retaliation. The Seattle Office for Civil Rights will investigate alleged violations, enforce paid sick and safe time requirements, settle disputes, and issue remedies.

Support for employers >>>

Employers may comply with the requirements of this ordinance by displaying a Paid Sick and Safe Time poster created by SOCR in a conspicuous and accessible place in the workplace. SOCR provides posters, technical assistance, training, and other resources prior to September 1, 2012.

For technical assistance, contact Elliott Bronstein at (206) 684-4507.

This information is available in other languages and formats.

Contact us at **(206) 684-4500**



Paid Sick and Safe Time

Creating Healthy and Safe Seattle Workplaces



Who's Covered >>>

The City of Seattle requires employers to provide paid sick and safe time to their employees. It applies to all employers with more than four "full-time equivalent employees" (FTEs). An employer's specific obligations depend on the number of full-time equivalent employees.

Employees are covered if they perform full-time, part-time or temporary work within Seattle city limits.

Employees who occasionally work in Seattle are covered if they perform more than 240 hours of work in Seattle within a calendar year.

Accrual >>>

Current employees will begin to accrue paid sick/safe time on September 1, 2012. Accrual rates will not apply to hours worked before that date. New employees hired on or after September 1, 2012 will begin to accrue time from the start-date of employment.

Usage >>>

Use of paid sick and safe time may include:

- An employee's mental or physical illness, injury or health condition;
- An employee's need to care for a family member with an illness, injury or medical appointment.
- An employee's place of business has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous substance.
- For reasons related to domestic violence, sexual assault, or stalking.

Carryover >>>

Unused sick and safe time is carried over to the next calendar year. The number of hours depends on the employer's size.

Record Keeping >>>

Employers are not required to change their record keeping policies, as long as those records reasonably indicate:

- Hours worked by employee.
- Accrued paid sick and safe time.
- Paid sick and safe time taken by employees.

Notification >>>

Employers may choose a reasonable system for providing this information, such as on each pay-stub or an online system that allows employees to access their information.



General Information

Small Employer

Medium Employer

Large Employer

Full Time Equivalents (FTEs)

More than 4 - 49 employees

More than 49 - 249 employees

250+ employees

Accrual Rate per hours worked

1 hour / 40 hours worked

1 hour / 40 hours worked

1 hour / 30 hours worked

Use (hours per calendar year)

40 hours

56 hours

72 hours

Carryover (hours per calendar year)

40 hours

56 hours

72 hours