

Summary Provisions of Majority Proposal for Seattle Paid Sick and Safe Days Effective Date: September 1, 2012

Paid leave accrued by business size:

- **5 to 49 FTE** (full time equivalent employees, based on a 40 hour work week): employees accrue 1 hour for every 40 worked, up to a 40 hour cap (5 days).
- **50 to 249 FTE**: employees accrue 1 hour for every 40 worked, up to a 56 hour cap (7 days).
- **Over 250 FTE**: employees accrue 1 hour for every 30 worked, up to a 72 hour cap (9 days). If the employer provides a combined or universal paid leave policy, such as a paid time off policy (PTO), employees may accrue up to 108 hours.

Permitted uses of paid sick and safe time:

- For the employee's illness or injury, diagnosis, treatment, and preventative care;
- For health needs of a child, spouse, domestic partner, parent, parent-in-law, or grandparent;
- To cope with the consequences of domestic abuse, sexual assault or stalking;
- If a place of business, or a child's school or place of care, is closed for a public health emergency.

Flexibility and responsibility:

- **PTO and other paid leave**: Employers may provide PTO, another method of accrual, or more generous benefits as long as the minimum number of hours is available as sick and safe time.
- **Shift swapping**: With the consent of their employers, workers may swap shifts instead of taking paid leave. Restaurants and bars may arrange shift trades for a worker who calls in sick *and* deduct paid sick time *with the consent of the employee*.
- **Carry over and caps**: Accrued leave up to the cap carries over into the next year. Employees are not entitled to use more leave than their capped amount in a year.
- **Waiting period for new employees**: Leave begins accruing immediately, but employees aren't entitled to use it for 180 days.
- **Seasonal employees**: If re-employed within 7 months, accrued leave and time toward eligibility waiting period are re-instated.
- **Retaliation prohibited**: Workers cannot be penalized for using leave for covered purposes.
- **Recordkeeping**: Employers do not need to change recordkeeping practices, as long as records reasonably reflect hours worked in Seattle, accrued sick and safe time, and sick and safe time taken.
- **Payment of medical certification costs**: Employers may require documentation for absences longer than 3 consecutive days. If employers do not offer health insurance, employers and employees each pay 50% of the costs of obtaining such documentation.
- **Collective bargaining agreements**: Labor unions and their employers may bargain over provisions.
- **Enforcement**: The Office of Civil Rights will investigate complaints following employment discrimination enforcement processes, but will not inspect without evidence of violation.

Note: Full-time, part-time and contract workers all accrue paid sick leave.

Exemptions: firms with fewer than 5 FTEs; people who work less than 240 hours in a year in Seattle; work-study students; federal, state, county or local governments other than the City of Seattle.