



SEATTLE PAID SICK AND SAFE TIME EMPLOYEE NOTICE

Overview

Effective September 1, 2012, Seattle, Washington requires employers to offer paid sick and safe time to employees who work within Seattle city limits. The Seattle Paid Sick and Safe Time Ordinance (SMC 14.16) covers full-time, part-time and temporary employees who work in Seattle, as well as employees who work in Seattle on an occasional basis.

Seattle's Paid Sick and Safe Time Ordinance requires employers to provide employees working in Seattle paid hours to take time off from work due to illness or a safety issue. Paid sick and safe time may be used for:

- Your personal illness, injury or health condition, or to take care of a family member (including domestic partners) with an illness, injury or medical appointment.
- Closure of your place of business or child's school/place of care by order of a public official for health reasons.
- For reasons related to domestic violence, sexual assault, or stalking.

Employees will be paid their normal hourly rate of compensation for using Paid Sick and Safe Time.

Notice to Employee

Kelly Services is a Tier 3 employer. This means that for every 30 hours you work, you will earn an hour of sick and safe time, and you will be able to accrue an unlimited amount of sick and safe time each year. You will be able to carryover up to 72 hours of unused leave on an annual basis and you can use an unlimited amount of your accrued sick and safe time each year. A year is defined as January 1 to December 31.

Employees begin to accrue paid sick and safe time upon commencement of employment. You are eligible to start using paid sick and safe time on the 90th day after commencement of employment. If you are separated from employment and rehired within 12 months, you will be reinstated the balance as of the date of separation.

For planned and unplanned absences from your assignment where you wish to use sick and safe time please contact your Kelly Representative as soon as practicable. Refer to your paystub for your sick leave accruals, usage, and balance to determine the amount of sick and safe time available to you. For absences more than three (3) consecutive days, employees may be required to provide reasonable verification that the absences in for an authorized reason.

The Seattle Office of Labor Standards (OLS) is responsible for enforcing this ordinance and ensuring that employees are not retaliated against for using Paid Sick and Safe Time. An employee who experiences a violation of PSST rights may file a complaint with OLS or bring a civil action. OLS also provides free technical assistance, brochures, posters and other resources. For more information from OLS, call 206-684-4500 or visit <http://www.seattle.gov/laborstandards/ordinances/paid-sick-and-safe-time>.

Questions

For more information on the Seattle Paid Sick and Safe Time Ordinance, contact your Kelly Representative.