

Employee Paid Sick Leave Notification – employer copy

Department: _____ Employee: _____

You are entitled to accrue paid sick leave under the Revised Code of Washington (RCW) 49.46. Accrual is at one (1) hour of paid sick leave for every 40 hours worked for regular employees working less than 50% time and temporary employees. Accrual for regular employees working 50% time or more is prorated up to 8 hours per month.

Most employees are eligible to use sick leave after 90 calendar days of employment. Courthouse Bargaining Unit employees may use leave as it is earned from the date of hire.

You may use accrued paid sick leave for the following reasons (as outlined at RCW 49.46.210(1)(b) and (c)):

- To care for yourself or a family member;
- When you or a family member is the victim of sexual assault, domestic violence, or stalking; and
- In the event our business or your child's school or place of care is closed by order of a public official for any health-related reason.

Whitman County's accrual year is January 1st through December 31st.

Accrued, unused paid sick leave balances of 960 hours or less will be carried over to the following year.

Accrued, unused paid sick leave over 960 hours on December 31st will be automatically forfeited or, if eligible, may be converted to vacation leave in accordance with county policy.

Retaliation by Whitman County based on an employee's use of paid sick leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act (chapter 49.46 RCW), is prohibited.

Print Employee's Name Employee's Signature Date

F700-191-000 Employee Paid Sick Leave Notification (12-2017)
EEO

Employee Paid Sick Leave Notification – employee copy

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