

Seattle Paid Sick and Safe Time Policy

IES complies with Seattle Paid Sick and Safe Time Ordinance, SMC 14.16. Effective April 1, 2016, employers with more than four full-time equivalent employees must provide employees working in Seattle with paid sick and safe time. All employees who perform their work in Seattle are covered, including part-time, casual, and temporary employees.

- Paid sick leave begins to accrue upon date of hire.
- IES is considered a Tier 3 employer for purposes of accrual.
- Employees will accrue one hour of paid time off for every 30 hours worked.
- Employees are entitled to use accrued time after 90 calendar days of employment.
- Unused accrued time carries over from year to year however the carryover is capped at 72 hours.
- IES calculates employees' annual accrual and use based on the employee's date of hire, rather than on a calendar year.
- Unused paid sick and safe time is not paid upon termination.
 - Employees may use paid sick and safe time to:
 - To deal with their own mental or physical illness, injury or health condition to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care.
 - To take care of a family member (including a child of any age, spouse, registered domestic partner, parent, parent-in-law, sibling, grandparent, or grandchild) with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care of a family member who needs preventive medical care.
 - When their place of business or their child's school or place or care has been closed by order of a public official for health reasons.
 - For reasons related to domestic violence, sexual assault, or stalking.

Employees are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor or designated manager. If your absence is unexpected, you should attempt to reach your immediate supervisor as soon as possible, but in no event later than one hour before you are due at work. In the event your immediate supervisor is unavailable, you must speak with a manager.

IES reserves the right to request within a reasonable period of time, written verification of the reason for absence, including from an advocate for victims of domestic violence, sexual assault, or stalking, a member of the clergy, a medical or other professional, or an employee's own written statement as long as doing so will not result in unreasonable burden or expense on the employee or exceed privacy requirements.

Absence for one or more consecutive work days, without notifying your manager, is considered voluntary termination and may affect your unemployment benefits.

Employees should contact IES for specific instructions on recording their paid sick time in the timekeeping system. Please note, sick leave cannot be used for vacation. Employees may use sick time in increments as little as one minute. Employees will be paid their normal hourly compensation.

IES will not retaliate or take any adverse action against any employee for the use of accrued paid sick and safe time.

Employees can view their leave accrual amounts via paystub. If you have any questions or concerns, please contact IES at 858-715-5100. Contact the Seattle Office of Labor Standards for more information at 206-684-4500 or laborstandards@seattle.gov.