



WASHINGTON STATE PAID SICK LEAVE FOR PART TIME AND SEASONAL EMPLOYEES

Effective January 1, 2018, **ALL** employees are entitled to accrue paid sick leave at the rate of one hour for every 40 hours worked in a year. You will earn .025 hours of sick leave for every hour worked. (.025 x 40 hours = 1 hour of sick leave accrued).

All employees' paychecks now have "Sick Time Available", which is what has been accruing from January 1, 2018 to present. You will be able to see the balance of sick time that you have accrued and what you have used after each payroll.

You may use your accrued paid sick leave for any of the following reasons:

1. To care for yourself or your child, spouse, registered domestic partner, parent, spouse's parent, grandparent, grandchild or sibling with an illness, injury or health condition and for medical/dental/optical appointments.
2. When you or a family member is the victim of sexual assault, domestic violence, or stalking.
3. In the event our business or your child's school or place of care is closed by a public official for any health-related reason.

You can only use sick leave for time that you are scheduled to work.

Unused paid sick leave may be carried forward to the following benefit year. The Law has set a minimum limit of carry forward sick time to 40 hours per year. The Washington State Fair has opted not to limit the carry forward at this time. Washington State Fair's benefit year is based on a calendar year from January 1st to December 31st.

The amount of sick leave available is recorded per pay period on your pay stub. Sick leave is paid at your normal hourly compensation rate.

ELIGIBILITY

All employees will begin to accrue sick leave on their first day of employment. They will be able to use this sick leave as soon as they have been employed for 90 days.

FAIR TIME EMPLOYEES who typically work over the course of the Washington State Fair (25-35 days) will be eligible to use sick time during the 3rd or 4th year.

PART TIME EMPLOYEES would start to accrue on the first day of employment and reach eligibility as soon as you have been employed for 90 days.

If you are **terminated** (last day of the fair, quit, or let go), your sick leave accrual will remain for 12 months. If you return to work before the 12 month period ends, your sick leave accrual will start where it left off and continue to build. If you are gone for more than 12 months, your sick leave accrual balance will be zero and your 90 day waiting period will begin again.

Verification, including verification from a health care provider where appropriate, may be required after three consecutive days of absence. If such verification requirement results in an unreasonable burden or expense, please contact Heidi Deffenbacher in Accounting at 253-841-5010.

No employee will be retaliated against for using paid sick leave for the purposes described above.