



## NOTICE TO EMPLOYERS AND EMPLOYEES

The Earned Sick and Safe Leave ordinance (Ord. C-35300; Chapter 9.01 SMC), enacted by the Spokane City Council in 2016 ensures that, starting January 1, 2017, all eligible persons working in the City of Spokane earn sick time to use when they or a family member are sick, injured, or need preventive health care, or when they or a family member need to address issues of domestic violence. This notice is required by the ordinance.

### WHEN CAN AN EMPLOYEE TAKE SICK AND SAFE LEAVE?

- ▶ **Effective January 1, 2017**, employees in the City of Spokane other than those who work in the building and construction trades can earn and use paid sick and safe leave after completing the employer's probationary period (which cannot be longer than 90 days) and works for the employer within the geographic boundaries of the City for at least 240 hours per year.
- ▶ **Employees may take paid sick and safe leave for the following reasons:**
  - **Diagnosis, care, or treatment of the employee, or the employee's covered family member** for mental or physical illness, injury or health condition.
  - **The employee, their child or dependent is a victim of domestic violence, harassment, sexual assault, or stalking**
  - **Closure of the employee's place of business**, or the employee's child's school or place of care, by order or a public official due to a public health emergency
  - **Bereavement leave** in connection with the employee's family member

### HOW MUCH SICK AND SAFE LEAVE MAY BE USED IN A YEAR?

- ▶ If the business has up to 10 employees, workers can use up to 24 hours (3 8-hour days) of sick and safe leave per year.
- ▶ If the business has 10 or more employees, workers can use up to 40 hours (5 8-hour days) of sick and safe leave per year.
- ▶ Up to 40 hours (24 hours for businesses with less than 10 employees) of sick and safe leave accrued during the year but not used carries over to the next year.

### EMPLOYEE RIGHTS CONCERNING SICK AND SAFE LEAVE

- ▶ Your employer cannot retaliate against you if you take sick leave you have earned.
- ▶ You can, if allowed by your employer's policies, trade shifts or donate your leave hours to an employee who may need them.
- ▶ Your employer must inform you of your leave balance each time wages are paid.

More Information: [my.spokanecity.org/business/doing-business/earned-sick-and-safe-leave/](http://my.spokanecity.org/business/doing-business/earned-sick-and-safe-leave/)

**Employers of employees working in the City of Spokane: The Spokane Municipal Code requires you to provide written notice to your employees, detailing their rights under the ordinance.**

**THIS INFORMATION MUST BE POSTED IN A CONSPICUOUS LOCATION**