

## Washington Paid Sick Leave<sup>\*</sup> (Part-Time Employees)

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<b>Eligibility</b>	Effective January 1, 2018, all part-time employees in Washington are eligible for Paid Sick Leave (PSL).
<b>Accruing PSL</b>	<p>Part-time employees accrue PSL starting January 1, 2018 OR from their date of hire (whichever is later) at the rate of one hour of PSL for every 30 hours worked.</p> <p><b>NOTE:</b> Starting January 1, 2018, this policy supersedes previous policies for municipalities in the state of Washington mandating PSL. For employees in those municipalities, their established PSL balances and start date will carry over.</p>
<b>Using PSL</b>	<p>PSL may be taken in one-hour increments. Employees are entitled to use accrued PSL immediately after it has accrued with no waiting period.</p> <p>Employees may use paid sick leave for reasons including, but not limited to:</p> <ul style="list-style-type: none"><li>• To care for themselves or their family members.</li><li>• When the employee's workplace or their child's school or place of care has been closed by a public official for any health-related reason.</li><li>• For absences that qualify for leave under the state's Domestic Violence Leave Act.</li></ul>
<b>Accrued PSL Balance</b>	Part-time employees can see their own accrued PSL balance in Workday by clicking on "My Time Off Balance" from the Workday home page.
<b>PSL Carryover</b>	Up to 72 hours of unused PSL can be carried over from year to year.
<b>Contact</b>	Please contact your Corporate Payroll Analyst with any questions regarding Paid Sick Leave and PSL calculations.

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<sup>\*</sup> The Company reserves the right at any time, to amend, modify, change, suspend, cancel or terminate this policy, in whole or in part.