

MEMO



TO: Field and Part-Time Associates
FROM: Office Management
DATE: 12/11/2017, Revised: 1/10/2024
RE: Washington Accrued Paid Sick Leave

Washington employees will accrue sick leave at the rate of not less than one hour for every 40 hours worked; beginning at the commencement of employment or January 1, 2018, whichever is later.

Employees have no cap on the amount of paid sick leave hours they can accrue and use within a calendar year, (January 1 – December 31). Accrued, but unused sick time shall carry over to the following year up to 40 hours.

All employees may utilize accrued leave beginning on their 90th day of employment.

Earned paid sick time may be used for the following purposes: (1) medical care or mental or physical illness, injury, or health condition; or (2) a public health emergency; and (3) absence due to domestic violence, sexual violence, abuse, or stalking. Employees may use earned paid sick time for themselves or for family members.

Sick leave can be taken in no smaller increments than one (1) hours with a maximum of eight (8) hours per day and when possible, employees should provide as much notice to their supervisor in advance of their need to use available sick leave. A doctor's statement may be requested by the employer for absences of three or more consecutive days. Sick pay will be paid out at the employee's normal hourly pay rate.

Sick leave must be taken when an employee is scheduled and cannot be requested for time when an employee isn't normally scheduled.

Accrued but unused sick leave will not be paid upon termination. However, employees who are reemployed with the Company within twelve months of separation will have any unused paid sick leave accrued under this policy reinstated.

Employees will need to fill out the attached Time Away Request form and send to Human Resources. The form may be emailed to hr@apolloretail.com or faxed to (800) 783-5540.

For additional information regarding the Act, you may refer to their website at www.Lni.wa.gov/SickLeave or contact Employment Standards Program at L&I at (866) 219-7321 or email esgeneral@Lni.wa.gov.