# Employee Paid Sick Leave Notification

**You are entitled to accrue paid sick leave beginning on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

This leave will accrue at one (1) hour of paid sick leave for every 30 hours you work. You are entitled to use accrued paid sick leave beginning 90 calendar days after the start of your employment. **Volunteers of America** **Accrual Year runs concurrently with its Fiscal Year July 1 to June 30.**

Accrued, unused paid sick leave will roll over annually up to a maximum of 320 hours per year. Accrued, unused paid sick leave balances over 320 hours must be used by August 31 or forfeited.

You may use this accrued paid sick leave for the following reasons (as outlined at RCW 49.46.210(1)(b) and (c)):

• To care for yourself or a family member;

• When you or a family member is the victim of sexual assault, domestic violence, or stalking; and

• In the event our business or your child’s school or place of care is closed by order of a public official for any health-related reason.

**Reasonable notification for use of sick leave must be given to supervisor:**

• **Foreseeable** (i.e. doctor’s appointment) - At least 10 days, or as early as possible, in advance of the use of paid sick leave.

• **Unforeseeable** (emergency) – As soon as possible before the start of the employees shift, unless it is not practical to do so.

• **Sick leave absence in excess of 3 consecutive work days** will necessitate medical documentation for the absence, as long as such documentation does not result in unreasonable burden and expense to you, as the employee.

Retaliation against you by Volunteers of America for using paid sick leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act (chapter 49.46 RCW), is prohibited.

Signature

Print Name

Date