



## Seattle Paid Sick and Safe Time Policy (PSST)

### About Seattle's PSST Ordinance

Seattle's Paid Sick and Safe Time (PSST) Ordinance provides employees working in Seattle, Washington with paid hours to take time off from work due to illness or a safety issue. Paid sick and safe time may be used for:

- An employee's personal illness, injury or health condition, or to take care of a family member with an illness, injury or medical appointment. (Sick Time)
- Closure of the employee's place of business or child's school/place of care by order of a public official for health reasons. (Safe Time)
- For reasons related to domestic violence, sexual assault, or stalking—for the employee or a family or household member. (Safe Time)

For paid sick and for paid safe time, "family member" includes a spouse, registered domestic partner, child, parent, grandparent, or parent-in-law.

For paid safe time only, "household member" includes stepparents and stepchildren, grandchildren, current and former spouses and domestic partners, persons who have a child in common, adult persons related by blood or marriage, adult persons who have resided or are residing together, and persons 16 years of age or older who are or were residing together and who are or were in a dating relationship.

### Eligible Employees

All ACS Group employees working in Seattle, including full-time, part-time, temporary, and seasonal employees are eligible for PSST.

#### *Occasional Basis Employees*

Employees who are based outside of Seattle but who work in Seattle on an occasional basis (i.e., ad-hoc, not regularly scheduled) are covered by the PSST ordinance, and may use PSST hours, after working in Seattle for more than 240 hours in a benefit year. At that point, employees may use all the PSST hours accrued during the first 240 hours in Seattle, and will continue to accrue and use PSST for all hours worked in Seattle during their tenure with ACS Group.

### Rate of Accrual; Use and Carry-Over; Benefit Year

As an employer with more than 250 employees worldwide, ACS Group employees accrue 1 hour of PSST for every 30 hours worked in Seattle. Employees can use up to 72 hours of PSST each year and can carry over up to 72 hours of unused PSST annually.

PSST benefits are used and accrued based on a benefit year. ACS Group's benefit year for PSST runs concurrent with an employee's anniversary date of employment. There is no cap on PSST accrual; there are only caps on use and carry over.

### **Your PSST Balance**

Your pay stub includes information regarding how many hours of paid sick and safe time you have available.

### **Using PSST Hours and Rate of Pay**

You are eligible to use accrued PSST hours following 180 days of employment. You may use PSST in 15-minute increments and, when using PSST, you will be paid your regular rate of pay.

### **Requesting PSST**

To request PSST, please notify your Resource Manager or Program Team member and mark the time accordingly on your timesheet. You do not have to specifically ask for PSST or disclose the nature of an illness or the specific reason related to a critical safety issue, but you will need to provide your Resource Manager or Program team member with enough information so that they understand that the absence is for a PSST-qualifying reason. ACS Group will maintain the confidentiality of information regarding a request for PSST.

- If the need for PSST is foreseeable (e.g., a doctor's appointment), you must make a written request to your Resource Manager or HireGenics Program Team member at least 10 days, or as early as possible, before the date of use.
- If the need for PSST is not foreseeable (e.g., an unexpected illness), please contact your Resource Manager or Program Team member as soon as possible. If the reason for the absence involves domestic violence, sexual assault, or stalking, you must provide oral or written notice no later than the end of the first day of using PSST.

### **Requests for Documentation Requests**

When you use PSST for more than three consecutive day, or, if we have reason to believe you are using PSST for reasons others than those covered by the law, ACS Group reserves the right to request documentation to support your request to use PSST hours.

- For sick time: You must provide a signed statement by a health care provider indicating that sick time is necessary.
- For safe time: The supporting documentation must indicate that you or a family or household member is experiencing domestic violence, sexual assault, or stalking, and that the leave was taken for a purpose covered by the law. This could include a police report, a court order, or other documentation that you or a family member is experiencing domestic violence, sexual assault, or stalking, including a written statement by you as the employee. For safe time related to closure of a child's school or place of care, the employee may provide the notice of closure the employee received.

### **Separation from Employment**

If you are separated from employment and are rehired within seven months, ACS Group will reinstate your PSST balance as of the date of separation.

Any accrued but unused PSST hours are not available to be paid out upon termination of employment.

**Prohibiting Retaliation**

Employees cannot be retaliated against for using Paid Sick and Safe Time. If you believe that your PSST rights have been violated, we ask that you please reach out to our Human Resources Department so that we can attempt to rectify the situation.

If we are not able to resolve the situation to your satisfaction, you may file a complaint with Seattle's Office of Labor Standards (OLS) or bring a civil action. OLS also provides free technical assistance, brochures, posters and other resources. For more information from OLS, call 206-684-4500 or visit <http://www.seattle.gov/laborstandards/ordinances/paid-sick-and-safe-time>.

**Questions?**

If you have questions about Seattle Paid Sick and Safe Time benefits, please contact your Resource Manager or HireGenics Program Team member.