



IN THE BUSINESS OF YOUR SUCCESS™



ADP Workforce Now Comprehensive Services

Compliance Information

Paid Sick Leave – Local Laws

This chart covers only those municipalities requiring private employers to provide paid leave to employees for medical and family leave. It does not cover other programs, such as employee-funded state disability insurance, which may also provide benefits for certain types of sick and family leave.

The chart below is effective as of May 1, 2015. As more municipalities begin passing their own paid sick leave ordinances, this chart will be added to. As it is not within the scope of our services to support local compliance, changes to local laws may not be reflected below. Please consult with experienced employment law counsel in this regard.

Local Laws	
Long Beach, CA	<p>On November 6, 2012, Long Beach passed an ordinance that applied to hotel employees. The ordinance applies to any hotel worker, who is defined as an individual whose primary place of employment is at one or more hotels and who is employed directly by the hotel employer or by a person who has contracted with the hotel employer to provide services at the hotel.</p> <p>Under the law, a covered employer is defined as persons who own, control, and/or operate a hotel in the City of Long Beach, or who own, control, and/or operate any contracted leased or sublet premises connected to or operated in conjunction with the hotel’s purpose, or a person, other than a hotel worker, who provides services at the hotel.</p> <p>“Hotel” is defined under the ordinance as a residential building that is designated or used for lodging and other related services for the public, which has 100 or more guest rooms or suites. Hotel also includes any contracted, leased, or sublet premises connected to or operated in conjunction with the building’s purpose, or providing services at the building.</p> <p>The ordinance does not address purposes for which sick use may be used nor does it address when accrual begins or define “calendar year”. However, the required accrual rate is five-twelfths (5/12) of a day of sick leave per full month and hotel workers are entitled to used accrued sick leave as soon as it accrues. Employers must provide at least 5 days of paid sick leave time per calendar year, the ordinance does not address a cap on the accrual of sick leave.</p> <p>Employers may pay-out accrued but unused sick leave instead of the employee carrying over by paying a lump sum payment equal to the amount of accrued but unused paid sick leave.</p> <p>Hotel workers claiming a violation of the ordinance can bring an individual or class action against their employer in Superior Court and are entitled to all remedies available under the law or in equity appropriate to remedy a violation, including but not limited to lost compensation, damages, reinstatement, or injunctive relief.</p>

	<p>See Municipal Code c5.48.020 for more information.</p>
<p>Los Angeles, CA</p>	<p>On October 6, 2014 the Los Angeles City Council passed a new ordinance that required hotels in Los Angeles to provide workers paid time off.</p> <p>The ordinance takes effect July 1, 2015 for hotels with 300 or more rooms located near the airport, and on July 1, 2016, for hotels with 150 or more rooms.</p> <p>The ordinance applies to hotel employers, who are defined as persons who own, control and/or operate a hotel in Los Angeles, or persons who own, control and/or operate any contracted, leased or sublet premises connected to or operated in conjunction with the hotel’s purpose, or persons who provides services at the hotel.</p> <p>“Hotel” is defined under the ordinance as a residential building that is designated or used for lodging and other related services for the public, and containing 150 or more guest rooms (based on the room count on the opening of the hotel or on December 31, 2012, whichever is greater), or suites of rooms (adjoining rooms do not constitute a suite of rooms). This also includes any contracted, leased or sublet premises connected to or operated in conjunction with the building’s purpose, or providing services at the building.</p> <p>All hotels located within the Airport Hospitality Enhancement Zone (“AHEZ hotels”) are covered under the ordinance.</p> <p>A hotel employer must provide at least 96 compensated hours off per year for sick leave, vacation, or personal necessity to full-time hotel workers. A full-time hotel worker is classified as someone who works at least 40 hours a week. Managerial, supervisory, and confidential employees are not included within the definition of “hotel worker” and are not covered.</p> <p>Hotel workers are entitled to use compensated or uncompensated sick leave after six months of employment or consistent with the hotel employer’s policies, whichever is sooner. Unused accrued time off will carry over until the time off reaches a maximum of 192 hours. After an employee reaches the maximum accrued compensation time off, the employer shall provide a cash payment once every 30 days for accrued compensated time off over the maximum. An employer may provide an employee with an option of cashing out any portion, or, all, of the employee’s accrued compensated time off under the maximum, but in no event, shall the employer require an employee to cash out any accrued compensated time off. Compensated time off cashed out shall be paid to the employee at the wage rate that the employee is earning at the time of cash out.</p> <p>The ordinance also requires accrual of “uncompensated time off,” which can be used, after compensated time off has been exhausted that year, for absences due to an illness of the employee or a member of his or her immediate family. Hotel workers can take at least 80 additional hours per year of uncompensated time off which will carry over until the time off reaches a maximum of 80 hours, unless the employer established policy is more generous.</p> <p>Full-time employees accrue 1.846 hours of compensated time off each week. Accrual is pro-rata for part-time hotel workers or full-time workers that work less than 40 hours in a given week; for example, an employee who works 20 hours each week will accrue 0.923 hours each week.</p> <p>Full-time employees accrue 1.538 hours each week of uncompensated time off each week. Accrual is pro-rata for part-time hotel workers or full-time workers that work less than 40 hours in a given week; for example, a hotel worker who works 20 hours each</p>

	<p>week will accrue 0.759 hours each week.</p> <p>Hotel workers claiming a violation of the ordinance can bring an action in Superior Court. A hotel employer found in violation of the ordinance may be required to provide back pay for each day during which the violation continued (for failure to pay required wages); reinstatement, back pay and other appropriate legal or equitable relief (for retaliatory actions); treble damages (for willful violations); and reasonable attorney’s fees and costs.</p> <p>Visit http://clkrep.lacity.org/online/docs/2014/14-0223_ord_183241.pdf for more information.</p>
<p>Oakland, CA</p>	<p>On November 4, 2014, more than 81% of voters in Oakland approved a ballot measure to guarantee paid sick time. One of the provisions of Measure FF requires employees earn up to nine days (72 hours) of paid sick leave at the rate of one hour of paid leave for every 30 hours worked. The ordinance defines an “Employee” as any person who in a particular week performs at least two hours of work within the geographic boundaries of the City for an employer and who qualifies as an employee entitled to payment of minimum wage from any employer under applicable California law.</p> <p>Paid sick leave accrual begins as of March 2, 2015. For employees hired by an employer after March 2, 2015, the employee shall not be entitled to use paid sick leave until after 90 calendar days of employment with the employer.</p> <p>Under the ordinance, “Employer” is defined as any person who directly or indirectly (including through the services of a temporary services or staffing agency or similar entity) employs or exercises control over the wages, hours or working conditions of any Employee. Employers are covered regardless of size, but maximum accrual depends on size. Both part-time and out of state employees count for purposes of determining coverage.</p> <p>Small business employers may cap paid sick leave earned by an employee at 40 hours while employees of other employers may cap paid sick leave at 72 hours. An employer may set a higher cap for paid sick leave or no cap at all. Small Business is defined as employers who normally have fewer than ten workers who work for compensation during a given week, including persons who are employed outside the city, including full-time, part-time, or temporary employees. Accrued paid sick leave for employees carries over from year to year (whether calendar or fiscal), but is limited to the aforementioned cap.</p> <p>Employees may use paid sick leave for the employee’s own illness, injury or medical diagnosis, but also to care for certain family members who are ill, injured, or require medical diagnosis or treatment. Employees with no spouse or domestic partner may designate one person for whom the employee may use paid sick leave to provide aid or care. An Employer may require employees to give reasonable notification of an absence from work for which paid sick leave is or will be used.</p> <p>If an Employer has a paid leave policy, such as paid time off policy, that makes available to employees an amount of paid leave that may be used for the same purposes as under the ordinance and that is sufficient to meet the requirements for accrued paid sick leave under the ordinance may suffice.</p> <p>An Employer is not required to provide financial or other reimbursement to an employee upon the employee’s termination, resignation, retirement, or other separation from employment, for accrued paid sick leave that the employee has not used.</p> <p>Employers are required to maintain records of each employee’s name, hours worked, pay rate, and paid sick leave accrual and usage for at least 3 years. Employers must</p>

	<p>also give written notice of employees’ rights under the ordinance to current employees and to new employees at their time of hire. The notice must be in all languages spoken by a more than 10% of the employer’s workforce, and must also be posted prominently in the work site where it will be seen by all employees.</p> <p>The City of Oakland may consider an employer’s record of non-compliance for purposes of decisions with respect to city contracts, land use approvals, and other entitlements. Persons claiming harm from an employer’s violation of the ordinance can bring an action in court and are entitled to all remedies such as back pay, reinstatement, and/or injunctive relief. A court may award reasonable attorney’s fees, witness fees, and other expenses to any plaintiff who prevails in an action to enforce the ordinance. Negligent and intentional violations can also result in civil penalties. Aggrieved persons also have a private right of action under the ordinance.</p>
<p>San Diego, CA</p>	<p><i>On October 20, 2014 the San Diego City Council unanimously voted to repeal the law after opponents of the measure received certification to put the issue before voters in a June 2016 referendum. Consequently, the San Diego’s sick leave ordinance is on hold until voters decide the issue in 2016.</i></p>
<p>San Francisco, CA</p>	<p>All employers must provide paid sick leave to every employee who performs work in San Francisco, regardless of full-time or part-time status. For employees working for an employer on or before February 5, 2007, paid sick leave begins to accrue on that date. For employees hired by an employer after February 5, 2007, paid sick leave begins to accrue 90 calendar days after the employee’s first day of work. Employees must accrue 1 hour of paid sick leave per 30 hours worked. For employers with fewer than 10 employees, employers are not required to allow employees to use more than 40 hours of accrued paid leave at a time. For all other employers, employees must be allowed to use up to 72 hours of accrued paid leave for a single continuous leave. There is no cap on how much paid leave an employee may accrue, or how much the employee may use in a year. Accrued paid sick leave carries over from year to year. It may be used when the employee is ill or injured or for the purpose of receiving medical care, treatment, or diagnosis, or to aid or care for a family member or designated person when that person is ill, injured, or receiving medical care, treatment, or diagnosis. Additionally, employers must post a notice informing employees of their rights, and must keep records of hours worked/leave taken for a period of four years. Existing paid leave policies may be used to satisfy these requirements.</p> <p>See San. Fran. Admin. Code. ch. 12W or visit http://sfgsa.org/index.aspx?page=419 for more information.</p>
<p>Bloomfield, NJ</p>	<p>Effective June 30, 2015, the Bloomfield Sick leave ordinance requires that all local businesses (private employers) operating in the Township of Bloomfield, New Jersey with 10 or more employees provide up to 5 paid sick days to their employees each year and that companies with fewer employees provide up to 3 paid sick days. Part time employees count toward the number, but out of state employees do not.</p> <p>Any employee working 80 hours or more per calendar year is eligible to accrue leave. Leave is accrued at a rate of 1 hour per 30 hours worked, for a maximum of 40 hours of leave. Leave begins accruing the first day of employment, but employees may access accrued leave only after working for 90 days.</p> <p>Employers with 10 or more employees, and employers of child care workers, home health care workers, and food service workers, must allow up to 40 hours of accrued, unused sick leave to carry over from year to year. Employers with fewer than 10 employees, must allow up to 24 hours of accrued, unused sick leave to carry over from year to year. An employer may pay out accrued but unused paid sick leave at the end of the year. If the employer pays out such accrued but unused sick leave, then no sick</p>

	<p>leave would carry over.</p> <p>Employers with 10 or more employees or of child care workers, home health care workers and food service workers can cap accrual at 40 hours in each calendar year. Employers with fewer than 10 employees can cap accrual at 24 hours in each calendar year.</p> <p>Employers with existing leave policies meeting the same accrual requirements of the new law and which can be used for the same purposes and under the same conditions as earned sick time do not have to provide additional earned sick time.</p> <p>An employee may use paid sick leave for:</p> <ol style="list-style-type: none"> (1) the employee’s mental or physical illness, injury or health condition or need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventative medical care; (2) the care of the employee’s family member who needs medical diagnosis, care or treatment of a mental or physical illness, illness, injury or health condition or who needs preventative medical care; or (3) closure of the employee’s place of business by order of a public official due to a public health emergency or such employee’s need to care for a child whose school or childcare provider has been closed by order of a public official due to a public health emergency, or care for the employee’s family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member’s presence in the community would jeopardize the health of others because of the family member’s exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease. <p>Family member means a sibling; child (including a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child of a civil union partner, or a child to whom the employee stands in loco parentis); parent (including a biological, foster, stepparent or adoptive parent or legal guardian of an employee or of an employee’s spouse, domestic partner or civil union partner or a person who stood in loco parentis when the employee was a minor child); spouse or civil union partner (defined as a person to whom the employee is legally married under the laws of New Jersey or any other state or with whom the employee has entered into a civil union under New Jersey law); a domestic partner; grandparent or the spouse, civil union partner or domestic partner of a grandparent; or grandchild</p> <p>Employers are required to maintain and retain adequate records documenting hours worked and paid sick time taken by all covered employees.</p> <p>Accrued but unused paid sick leave need not be paid out at the time of termination, but if an employee who terminates is rehired within 6 months of separation, previously accrued but unused paid sick time must be reinstated.</p> <p>Employers are required to give written notice to current employees as soon as practicable after the effective date of the ordinance, and at the commencement of the employment for new hires. The notice must describe employees’ rights under the ordinance, including (1) the right to paid sick time, the accrual rate and the amount of paid sick time, and the terms of its use under the ordinance; (2) the right to be free from retaliation for properly requesting use of paid sick time; and (3) the right to file a complaint or bring an action in municipal court if paid sick time is denied by the employer or the employee is retaliated against for requesting or taking paid sick time. The notice must be in English and in any language that is the primary language of at least 10% of the employer’s workforce.</p>
--	---

	<p>Employers are also required to display a poster, in a conspicuous and accessible place in each business establishment where employees are employed, which contains the same information as is required for the written notice. The poster must be in English and in any language that is the primary language of at least 10% of the employer's workforce.</p> <p>The Bloomfield Department of Health and Human Services may create and make available these required notices and posters.</p> <p>The Township has not yet released any official guidance.</p>
<p>East Orange, NJ</p>	<p>East Orange became the fourth city in New Jersey to mandate that full-and part-time employees at private companies receive paid sick leave. The City Council of East Orange passed paid sick time Ordinance No. 21 that became effective January 6, 2015.</p> <p>The new rule states employers who employ 10 or more employees for compensation are not required to provide more than 40 hours of paid sick time in a calendar year. Employers who employ fewer than 10 employees for compensation are not required to provide more than 24 hours of paid sick time in a calendar year, except for employees who are child care workers, home health care workers, and food service workers, who must be provided up to 40 hours of paid sick time (regardless of employer's size).</p> <p>Accrual begins on the first day of employment and employees accrue one hour of sick leave for every 30 hours worked during a calendar year (calendar year is defined as a regular and consecutive 12-month period as determined by the employer). Employees may begin using accrued paid sick time on the 90th calendar day of employment.</p> <p>For employees of employers with 10 or more employees, and employers of child care workers, home health care workers, and food service workers, up to 40 hours of accrued, unused sick leave must carry over from year to year. For employees of employers with fewer than 10 employees, up to 24 hours of accrued, unused sick leave must carry over from year to year. Employer may pay-out accrued but unused sick leave instead of the employee carrying over at the end of the calendar year in which the time accrued.</p> <p>Employers of 10 or more employees, and employers of child care workers, home health care workers, and food service workers, use of paid sick leave can be limited to 40 hours in each calendar year. This cap is 24 hours for employers with fewer than 10 employees.</p> <p>An employee may use paid sick leave for:</p> <ol style="list-style-type: none"> (1) an employee's own mental or physical illness, injury, or health condition; need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or need for preventive medical care; (2) care of a family member with a mental or physical illness, injury, or health condition; need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or need for preventive medical care; or (3) closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease. <p>Family member means a biological, adopted or foster child, stepchild or legal ward, a</p>

	<p>child of a domestic partner, or a child of a civil union partner; a biological, foster, stepparent or adoptive parent or legal guardian of an employee or of an employee's spouse, domestic partner or civil union partner; a person to whom the employee is legally married under the laws of New Jersey or any other State or with whom the employee has entered into a civil union under New Jersey law; a grandparent or spouse, civil union partner or domestic partner of a grandparent; a grandchild; a domestic partner of an employee as defined under New Jersey law; or a sibling.</p> <p>Employers are required to maintain and retain adequate records documenting hours worked and paid sick time taken by all covered employees. Employers are required to give written notice to current employees as soon as practicable after the effective date of the ordinance, and the commencement of the employment for new hires. In addition, employers are also required to display a poster, in a conspicuous and accessible place in each business establishment where employees are employed, which contains the same information as is required for the written notice.</p> <p>The East Orange Department of Health and Human Services enforces the requirements of the ordinance and investigates allegations of violations. Employers may be fined up to \$500 for each day on which a violation occurred continues. Employers are also required to pay restitution in the amount of any paid sick time which was unlawfully withheld.</p> <p>Please visit http://www.eastorange-nj.gov/Departments/HealthHumanServices/index.html?q=sick+leave&cx=014142981235182137135%3A-mvhoegg3uq&ie=UTF-8&sa.x=12&sa.y=11 for more information.</p>
<p>Irvington, NJ</p>	<p>On September 10, 2014, the Irvington Mayor signed in to law municipal ordinance MC 3513 mandating paid sick leave for workers within city limits which became effective January 28, 2015.</p> <p>All employees, full-time, part-time, or temporary, accrue a minimum of 1 hour of paid sick time for every 30 hours actually worked. The ordinance defines “employee” as any individual employed by an employer who works in the Township of Irvington for at least 80 hours in a year. Employers who employ 10 or more employees are not required to provide more than 40 hours of paid sick time in a calendar year; employers who employ fewer than 10 employees are not required to provide more than 24 hours of paid sick time in a calendar year, except for employees who are child care workers, home health care workers and food service workers. For child care workers, home health care workers and food service workers, employers are required to provide up to 40 hours of paid sick time, so long as the hours are accrued in a calendar year.</p> <p>Employees begin to accrue paid sick time on the first day of employment and are entitled to use accrued paid sick time beginning on the 90th calendar day of their employment and thereafter employees are entitled to use paid sick time as it is accrued.</p> <p>Accrued, but unused paid sick time, can be carried over to the following calendar year, provided that no employer shall be required to carry over more than 40 hours of unused paid sick time from one calendar year to the next or allow the use of more than 40 hours of paid sick time in a calendar year.</p> <p>An employee may use paid sick leave for:</p> <ol style="list-style-type: none"> (1) an employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; an employee's need for preventative medical care; (2) care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; care of a family member who needs preventative medical care;

	<p>(3) closure of the employee’s place of business by order of public official due to a public health emergency or an employee’s need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member’s presence in the community would jeopardize the health of other because of the family member’s exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease</p> <p>Family member means a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child of a civil union partner, or a child to whom the employee stands in loco parentis; a biological, foster, stepparent or adoptive parent or legal guardian of an employee or of an employee’s spouse, domestic partner or civil union partner or a person who stood in loco parentis when the employee was a minor child; a person to whom the employee is legally married under the laws of New Jersey or any other State or with whom the employee has entered into a civil union under New Jersey law; a grandparent or spouse, civil union partner or domestic partner of a grandparent; a grandchild; a domestic partner of an employee as defined under New Jersey law; or a sibling.</p> <p>Employers can determine whether paid sick time may be used in increments of less than one day. After an employee has used paid sick time for 3 consecutive days or 3 consecutive instances, an employer may require an employee to provide reasonable documentation that the time has been used for a purpose as stated above.</p> <p>Employers are required to give written notice to current employees as soon as practicable after the effective date of the ordinance, and at the commencement of the employment for new hires. Employers are also required to display a poster, in a conspicuous and accessible place in each business establishment where employees are employed, which contains the same information as is required for the written notice.</p> <p>The Irvington Department of Neighborhood Services is responsible for enforcing the requirements of the ordinance and investigating allegations of violations. The Municipal Court has the authority to impose fines and penalties as well as any further relief deemed appropriate. Employers may be fined for each day on which a violation occurred or continues and are also required to pay restitution in the amount of any paid sick time which was unlawfully withheld.</p> <p>For more information please visit https://irvington.net/.</p>
<p>Jersey City, NJ</p>	<p>The Jersey City Earned Sick Time Ordinance (the “JCESTO”) has been in effect since January 24, 2014 and requires that all local businesses operating in Jersey City with 10 or more employees provide up to 5 paid sick days to their employees each year and that companies with fewer employees provide 5 unpaid sick days.</p> <p>Any employee working 80 hours or more per calendar year is eligible to accrue leave. Leave is accrued at a rate of 1 hour per 30 hours worked, for a maximum of 40 hours of leave. Leave begins accruing at the beginning of employment, but employees may access accrued leave only after working for 90 days. Unused leave may carry over to the following year, but employers are not required to give more than 40 hours of leave per calendar year. Accrued leave may be used for employees’ or their family members’ illness, diagnosis, or preventative care, or for closure of workplace or child’s school or place of care due to a public emergency, or for care of a family member who poses a public health risk.</p> <p>Employers with existing leave policies meeting the same accrual requirements of the new law and which can be used for the same purposes and under the same conditions</p>

	<p>as earned sick time do not have to provide additional earned sick time. Employers must provide written notice to employees of their rights, and must keep records for 3 years. Employers are also required to display a poster, in a conspicuous and accessible place in each business establishment where employees are employed, which contains notice of the ordinance.</p> <p>The Jersey City Department of Health and Human Services enforces the requirements of the ordinance and investigates allegations of ordinance violations. For more information see City Ordinance 13.097 or visit http://www.cityofjerseycity.com/resident.aspx?id=13872 .</p>
<p>Montclair, NJ</p>	<p>On November 4, 2014 Montclair voters approved a sick leave ordinance that requires employers in the City of Montclair to provide paid sick leave to any individual employed by an employer who works in the Township of Montclair for at least 80 hours in a year. The new law is effective March 4, 2015.</p> <p>All employees, full-time, part-time, or temporary, accrue a minimum of 1 hour of paid sick time for every 30 hours actually worked beginning on the first day of employment. Employers who employ 10 or more employees are not required to provide more than 40 hours, of paid sick time in a calendar year; employers who employ fewer than 10 employees are not required to provide more than 24 hours of paid sick time in a calendar year, except for employees who are child care workers, home health care workers and food service workers. For child care workers, home health care workers and food service workers, employers are required to provide up to 40 hours of paid sick time, so long as the hours are accrued in a calendar year.</p> <p>Employees are entitled to use accrued paid sick time beginning on the 90th calendar day of their employment and there after employees are entitled to use paid sick time as it is accrued. For employees of employers with 10 or more employees, and employers of child care workers, home health care workers, and food service workers, up to 40 hours of accrued, unused sick leave must carry over from year to year. For employees of employers with fewer than 10 employees, up to 24 hours of accrued, unused sick leave must carry over from year to year.</p> <p>An employee may use paid sick leave for:</p> <ol style="list-style-type: none"> (1) an employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; an employee's need for preventative medical care; (2) care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; care of a family member who needs preventative medical care; (3) closure of the employee's place of business by order of public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member's presence in the community would jeopardize the health of other because of the family member's exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease <p>Family member means a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child of a civil union partner, or a child to whom the employee stands in loco parentis; a biological, foster, stepparent or adoptive parent or legal guardian of an employee or of an employee's spouse, domestic partner or civil</p>

	<p>union partner or a person who stood in loco parentis when the employee was a minor child; a person to whom the employee is legally married under the laws of New Jersey or any other State or with whom the employee has entered into a civil union under New Jersey law; a grandparent or spouse, civil union partner or domestic partner of a grandparent; a grandchild; a domestic partner of an employee as defined under New Jersey law; or a sibling.</p> <p>Employers may cap the usage and accrual of sick leave. For employees of employers with 10 or more employees, and employers of child care workers, home health care workers, and food service workers, use of paid sick leave can be limited to 40 hours in each calendar year. This cap is 24 hours for employers with fewer than 10 employees.</p> <p>Employers are required to maintain and retain adequate records documenting hours worked and paid sick time taken by all covered employees. In addition, employers are required to give written notice to current employees as soon as practicable after the effective date of the ordinance, and at the commencement of the employment for new hires. A poster is required to be displayed in a conspicuous and accessible place in each business establishment where employees are employed, which contains the same information as is required for the written notice.</p> <p>The Montclair Department of Health and Human Services enforces the requirements of the ordinance and investigates all allegations of violations. The Municipal Court has the authority to impose fines and penalties. Employers who violate the ordinance may be fined up to \$2,000, and each day on which a violation occurs is considered a separate and distinct violation and is subject to a separate penalty for each day of the violation as the Municipal Court Judge may determine. Employers are also required to pay restitution in the amount of any paid sick time which was unlawfully withheld.</p> <p>For more information please visit http://www.montclairnjusa.org/index.php?option=com_content&view=section&layout=blog&id=26&Itemid=425</p>
<p>Newark, NJ</p>	<p>The Paid Sick Time Ordinance requires employers with employees working in the City of Newark to provide up to five days of paid sick leave per year. Employees who work at least 80 hours per year are entitled to 1 hour of sick leave per 30 hours actually worked, which begins accruing immediately upon employment but may not be accessed until the employee has worked 90 days or more. Employers with 10 or more employees are not required to provide more than 40 hours of sick time per calendar year. Employers of fewer than 10 employees are not required to provide more than 24 hours of paid leave per year, except for employees who child care workers, home health care workers, and food service workers (these employees are entitled to up to 40 hours of accrued paid leave).</p> <p>Up to 40 hours of unused leave may be carried over to the next calendar year. Accrued leave may be used for employees' or their family members' illness, diagnosis, or preventative care, or for closure of workplace or child's school or place of care due to a public emergency, or for care of a family member who poses a public health risk.</p> <p>By June 21, 2014, employers must have notified employees of their rights and obligations under the Ordinance in two ways: (1) by providing individual written notice to each employee and (2) posting notice of such rights in a conspicuous location around the workplace.</p> <p>Visit http://www.ci.newark.nj.us/wp-content/uploads/2014/09/bus_Paid_Sick_Leave_FAQ_FINAL.pdf for more information.</p>
<p>Passaic, NJ</p>	<p>On September 2, 2014, Passaic City Council passed Ordinance No. 1998-14 which requires private sector employers to allow employees to earn 1 hour of sick leave for every 30 hours they work. The ordinance went into effect December 31, 2014.</p>

	<p>The ordinance defines “employee” as someone who works in the City of Passaic for at least 80 hours in a year except that “employee” for purposes of the ordinance does not include any person employed by any governmental entity or instrumentality including any New Jersey school district or Board of Education or any person who is a member of a construction union and is covered by a collective bargaining agreement negotiated by that union.</p> <p>All employees, full-time, part-time, or temporary, accrue a minimum of 1 hour of paid sick time for every 30 hours actually worked beginning on the first day of employment. Employers who employ 10 or more employees are not required to provide more than 40 hours, of paid sick time in a calendar year; employers who employ fewer than 10 employees are not required to provide more than 24 hours of paid sick time in a calendar year, except for employees who are child care workers, home health care workers and food service workers. For child care workers, home health care workers and food service workers, employers are required to provide up to 40 hours of paid sick time, so long as the hours are accrued in a calendar year.</p> <p>Employees are entitled to use accrued paid sick time beginning on the 90th calendar day of their employment and there after employees are entitled to use paid sick time as it is accrued. For employees of employers with 10 or more employees, and employers of child care workers, home health care workers, and food service workers, up to 40 hours of accrued, unused sick leave must carry over from year to year. For employees of employers with fewer than 10 employees, up to 24 hours of accrued, unused sick leave must carry over from year to year.</p> <p>An employee may use paid sick leave for:</p> <ul style="list-style-type: none"> (4) an employee’s mental or physical illness, injury, or health condition; an employee’s need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; an employee’s need for preventative medical care; (5) care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; care of a family member who needs preventative medical care; (6) closure of the employee’s place of business by order of public official due to a public health emergency or an employee’s need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member’s presence in the community would jeopardize the health of other because of the family member’s exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease <p>Family member means a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child of a civil union partner, or a child to whom the employee stands in loco parentis; a biological, foster, stepparent or adoptive parent or legal guardian of an employee or of an employee’s spouse, domestic partner or civil union partner or a person who stood in loco parentis when the employee was a minor child; a person to whom the employee is legally married under the laws of New Jersey or any other State or with whom the employee has entered into a civil union under New Jersey law; a grandparent or spouse, civil union partner or domestic partner of a grandparent; a grandchild; a domestic partner of an employee as defined under New Jersey law; or a sibling.</p> <p>Employers may cap the usage and accrual of sick leave. For employees of employers</p>
--	--

	<p>with 10 or more employees, and employers of child care workers, home health care workers, and food service workers, use of paid sick leave can be limited to 40 hours in each calendar year. This cap is 24 hours for employers with fewer than 10 employees.</p> <p>Employers are required to maintain and retain adequate records documenting hours worked and paid sick time taken by all covered employees. In addition, employers are required to give written notice to current employees as soon as practicable after the effective date of the ordinance, and at the commencement of the employment for new hires. A poster is required to be displayed in a conspicuous and accessible place in each business establishment where employees are employed, which contains the same information as is required for the written notice.</p> <p>The Passaic Department of Human Services, Division of Health enforces the requirements of the ordinance and investigates allegations of violations. If an allegation of non-compliance is not resolved by the Department, they and/or the employee may file a complaint in the Passaic Municipal Court for alleged violations of the ordinance. The Municipal Court has the authority to impose fines and penalties. Employers are also required to pay restitution in the amount of any paid sick time which was unlawfully withheld.</p> <p>For more information please visit: http://www.cityofpassaic.com/Departments-HumanServices-HealthDivision.html</p>
<p>Paterson, NJ</p>	<p>On September 9, 2014, the City Council of Paterson passed Ordinance No. 14-040 which requires private sector employees to earn 1 hour of sick time for every 30 hours worked. The law became effective January 7, 2015.</p> <p>Beginning on the first day of employment all full-time, part-time and temporary employees accrue one hour of sick leave for every 30 hours worked during a calendar year. The ordinance defines “employee” as someone who works in the City of Paterson for at least 80 hours in a year except that “employee” for purposes of this Ordinance does not include any person employed by any governmental entity or instrumentality including and New Jersey school district or Board of Education or any person who is a member of a construction union and is covered by a collective bargaining agreement negotiated by that union.</p> <p>Employers who employ ten or more employees are not required to provide more than 40 hours of paid sick time in a calendar year and employers who employee fewer than ten employees are not required to provide more than 24 hours of paid sick time in a calendar year, except for employees who are child care works, home health care workers and food service workers. For child care workers, home health care workers and food service workers, employers are required to provide up to 40 hours of paid sick time, so long as the hours are accrued in a calendar year.</p> <p>An employee may use paid sick leave for:</p> <ol style="list-style-type: none"> (1) an employee's own mental or physical illness, injury, or health condition; need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or need for preventive medical care; (2) care of a family member with a mental or physical illness, injury, or health condition; need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or need for preventive medical care; or (3) closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for family member when it has been

	<p>determined by the health authorities having jurisdiction or by a health care provider that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease.</p> <p>Family member means a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child of a civil union partner, or a child to whom the employee stands in loco parentis; a biological, foster, stepparent or adoptive parent or legal guardian of an employee or of an employee's spouse, domestic partner or civil union partner or a person who stood in loco parentis when the employee was a minor child; a person to whom the employee is legally married under the laws of New Jersey or any other State or with whom the employee has entered into a civil union under New Jersey law; a grandparent or spouse, civil union partner or domestic partner of a grandparent; a grandchild; a domestic partner of an employee as defined under New Jersey law; or a sibling.</p> <p>Employees are entitled to use accrued paid sick time on the 90th day of their employment. Accrued but unused paid sick time can be carried over to the following calendar year. For employees of employers with 10 or more employees, and employers of child care workers, home health care workers, and food service workers, up to 40 hours of accrued, unused sick leave must carry over from year to year. For employees of employers with fewer than 10 employees, up to 24 hours of accrued, unused sick leave must carry over from year to year.</p> <p>Employers may cap the usage and accrual of sick leave. For employees of employers with 10 or more employees, and employers of child care workers, home health care workers, and food service workers, use of paid sick leave can be limited to 40 hours in each calendar year. This cap is 24 hours for employers with fewer than 10 employees.</p> <p>Employers are required to maintain and retain adequate records documenting hours worked and paid sick time taken by all covered employees. In addition, employers are required to give written notice to current employees as soon as practicable after the effective date of the ordinance, and at the commencement of the employment for new hires. A poster is required to be displayed in a conspicuous and accessible place in each business establishment where employees are employed, which contains the same information as is required for the written notice.</p> <p>The Paterson Department of Human Services enforces the requirements of the ordinance and investigates allegations of violations. If an allegation of non-compliance is not resolved by the Department, they and/or the employee may file a complaint in the Passaic Municipal Court for alleged violations of the ordinance. The Municipal Court has the authority to impose fines and penalties. Employers are also required to pay restitution in the amount of any paid sick time which was unlawfully withheld.</p> <p>For more information please visit http://www.patersonnj.gov/department/index.php?fDD=9-0</p>
<p>Trenton, NJ</p>	<p>On November 4, 2014, Trenton voters approved a paid sick leave ordinance, similar to one implemented in Newark that would require private-sector employers to provide 1 hour of paid sick time for every 30 hours worked to their employees who work in the City of Trenton.</p> <p>All employees, full-time, part-time, or temporary, accrue a minimum of 1 hour of paid sick time for every 30 hours actually worked. The ordinance defines "employee" as any individual employed by an employer who works in the City of Trenton for at least 80 hours in a year except that 'employee' for purposes of this Ordinance does not include any person employed by any governmental entity or instrumentality including any New Jersey school district or Board of Education or any person who is a member of a</p>

	<p>construction union and is covered by a collective bargaining agreement negotiated by that union.</p> <p>Employers who employ 10 or more employees are not required to provide more than 40 hours of paid sick time in a calendar year; employers who employ fewer than 10 employees are not required to provide more than 24 hours of paid sick time in a calendar year, except for employees who are child care workers, home health care workers and food service workers. For child care workers, home health care workers and food service workers, employers are required to provide up to 40 hours of paid sick time, so long as the hours are accrued in a calendar year.</p> <p>Employees begin to accrue paid sick time on the first day of employment and are entitled to use accrued paid sick time beginning on the 90th calendar day of their employment and thereafter employees are entitled to use paid sick time as it is accrued.</p> <p>Accrued, but unused paid sick time, can be carried over to the following calendar year, provided that no employer shall be required to carry over more than 40 hours of unused paid sick time from one calendar year to the next or allow the use of more than 40 hours of paid sick time in a calendar year.</p> <p>An employee may use paid sick leave for:</p> <ul style="list-style-type: none">(4) an employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; an employee's need for preventative medical care;(5) care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; care of a family member who needs preventative medical care;(6) closure of the employee's place of business by order of public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member's presence in the community would jeopardize the health of other because of the family member's exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease <p>Family member means a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child of a civil union partner, or a child to whom the employee stands in loco parentis; a biological, foster, stepparent or adoptive parent or legal guardian of an employee or of an employee's spouse, domestic partner or civil union partner or a person who stood in loco parentis when the employee was a minor child; a person to whom the employee is legally married under the laws of New Jersey or any other State or with whom the employee has entered into a civil union under New Jersey law; a grandparent or spouse, civil union partner or domestic partner of a grandparent; a grandchild; a domestic partner of an employee as defined under New Jersey law; or a sibling.</p> <p>Employers can determine whether paid sick time may be used in increments of less than one day. After an employee has used paid sick time for 3 consecutive days or 3 consecutive instances, an employer may require an employee to provide reasonable documentation that the time has been used for a purpose as stated above.</p> <p>Employers are required to give written notice to current employees as soon as practicable after the effective date of the ordinance, and at the commencement of the employment for new hires. Employers are also required to display a poster, in a</p>
--	---

	<p>conspicuous and accessible place in each business establishment where employees are employed, which contains the same information as is required for the written notice.</p> <p>The Trenton Department of Health and Human Services enforces the requirements of the ordinance and investigates allegations of violations. The Municipal Court has the authority to impose fines and penalties as well as any further relief deemed appropriate. Employers are also required to pay restitution in the amount of any paid sick time which was unlawfully withheld.</p> <p>For more information please visit : http://www.trentonnj.org/Cit-e-Access/webpage.cfm?TID=55&TPID=6633</p> <p><i>Note: The ordinance in Trenton was the subject of a recent lawsuit filed by the New Jersey Business & Industry Association and five other employer-side organizations who argued that the ordinance is a burden on small businesses, and goes beyond the police powers of the municipality. At a court hearing on April 16, 2015, Mercer County Superior Court Judge Mary C. Jacobson found the plaintiffs' arguments unconvincing and dismissed the lawsuit. As such, the Trenton paid sick leave ordinance stands in effect.</i></p>
<p>New York, NY</p>	<p>Effective April 1, 2014, the New York City Earned Sick Time Act requires all employers that employ five or more employees to provide paid sick time to all employees who work at least 80 hours per year. All employees who are not entitled to paid sick time are entitled to unpaid sick time.</p> <p>The sick leave must equal 1 hour of sick time for every 30 hours an employee works, but the employer is not required to provide more than 40 hours of sick time per calendar year. For existing employees, accrual began on April 1, 2014, and new hires start accruing their leave at the beginning of employment. Existing employees were entitled to begin to use sick leave on July 30, 2014, and new employees' sick time becomes available 120 days after the first day of employment.</p> <p>Employers are not required to pay employees for unused leave upon resignation or termination. An employee may use sick time for personal medical conditions or to care for a family member. If an employer already has an existing policy that meets the requirements of the Act, the employer does not need to provide additional sick time. Certain categories of workers are accepted from coverage.</p> <p>See Local Law 46 of 2013 and Local Laws 6 and 7 of 2014, or visit http://www.nyc.gov/html/dca/html/law/PaidSickLeave_FAQs.shtml for more information.</p>
<p>Eugene, OR</p>	<p>On July 28, 2014, the Eugene Oregon City Council enacted its "Ordinance Concerning Sick Leave" which allows everyone working within the Eugene city limits to accrue paid sick time at work. The ordinance goes into effect July 1, 2015.</p> <p>Beginning the later of an employee's first day of employment or July 1, 2015, employees will accrue an hour of paid sick leave for every 30 hours of paid work done in Eugene, for a maximum accrual of up to 40 hours in a year. Employees may carry over unused time to the following year but an employer is not required to allow employees to use more than 40 hours of sick leave in a year. An employee may begin to use accrued sick time after 90 days of employment. Employees may use their paid to for the diagnosis, care or treatment of the employee or employee's family for illness, injury or health condition including preventative medical care; for reasons related to domestic violence, harassment, sexual assault or stalking; and for other reasons that may be adopted in the administrative rules for the Ordinance. An employer need not pay an employee for unused sick leave upon termination.</p> <p>Employees whose work location is not in Eugene but who work in Eugene from time to time accrue paid sick leave during the time working in Eugene. Once an employee has worked 240 hours in Eugene in a year, the employee is eligible to accrue and use paid</p>

	<p>sick time that year and every subsequent year that he works in Eugene. The Ordinance also prohibits an employer from requiring an employee to find a replacement worker for his or shift as a condition for the employee’s use of sick leave.</p> <p>The City Manager is directed to adopt administrative rules on a number of topics, including provisions “to ensure that employers may establish and enforce reasonable policies for employees in order to maintain workplace productivity and prevent possible abuse.”</p> <p>For more information please visit http://www.eugene-or.gov/sickleave</p>
<p>Portland, OR</p>	<p>The Portland Protected Sick Time Ordinance requires that persons working in the City of Portland earn sick time to use when they or a family member are sick, injured, or need preventative health care, and applies to all employees who work within the geographic boundaries of the city of Portland for 240 hours or more in a calendar year. The ordinance became effective January 1, 2014.</p> <p>Employers of 6 or more employees must provide 1 hour of paid leave for every 30 hours worked. Employers of 5 or fewer employees are not required to provide paid leave, but must provide 1 hour of unpaid leave for every 30 hours worked. No employer is required to provide more than 40 hours of leave per calendar year. Up to 40 hours of unused time may be carried over. Employees who have earned sick time may use it for issues related to their own health, to care for the health of a family member, or to address issues caused by domestic violence, sexual harassment, assault or stalking. Sick time may be used in increments of one hour or greater (unless your employer allows for smaller time increments). Sick time may be used to cover all or part of a shift. Employees may use existing paid leave policies to meet minimum requirements.</p> <p>Visit https://www.portlandoregon.gov/sicktime/63898 for more information.</p>
<p>Philadelphia, PA</p>	<p>On February 12, 2015, Philadelphia City Council passed and the Mayor signed into law, the Promoting Healthy Families and Workplace Ordinance, with an effective date of May 13, 2015.</p> <p>Employers with 10 or more employees will need to provide up to one hour of paid sick time for every 40 hours worked by an employee in the city of Philadelphia. Employers with fewer than 10 employees will also be required to provide unpaid sick leave. All chain establishments (15 or more) doing business under the same trade name are required to provide paid sick leave.</p> <p>The paid sick leave ordinance applies to all full-time and part-time employees who work 40 hours in a year. The Ordinance defines “employee” as any individual employed by an employer who performs work within the geographic boundaries of the City of Philadelphia, however the ordinance does not include independent contractors, seasonal workers, adjunct professors, interns, health care professional pool employees, state and federal employees and employees hired for a term of less than six months.</p> <p>Sick time begins to accrue on the effective date of this Ordinance (May 13, 2015), as to an employee who is employed as of the effective date. An employee who becomes employed after the effective date will begin to accrue paid sick time at the commencement of employment. Employees will be entitled to use accrued sick time beginning on the 90th calendar day following the first day of employment.</p> <p>Sick time may be carried over to the following calendar year unless the employer provides at least 40 hours of sick time at the beginning of each calendar year. At its discretion, an employer may loan sick time to the employee in advance of accrual. However employers are not required to reimburse employees for accrued unused sick</p>

	<p>time upon the employee's termination, resignation, retirement or other separation from employment.</p> <p>Accrued paid sick time can be used for an employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury or health conditions; an employee's need for preventative medical care; care of a family member; absence necessary due to domestic abuse, sexual assault or stalking, medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence or stalking; legal services or remedies, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic or sexual violence.</p> <p>Accrued sick time may be used in the smaller of hourly increments or the smallest increment that the employer's payroll system uses to account for absences or use of other time. For sick time of more than two consecutive days, an employer may require reasonable documentation.</p> <p>It is unlawful for an employer or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under the Ordinance. An employer can not retaliate or discriminate against an employee for using sick time. An employer may not count or use sick time as an absence control policy that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.</p> <p>Employers must give notice that employees are entitled to sick time, the amount of sick time, and the terms of its use; retaliation against employees who request sick time is prohibited. Employers will supply their employees with a notice in English and in any language that is the first language spoken by at least 5% of the employer's workforce. This information should be included in any employee handbooks that are distributed.</p> <p>Employers must keep records documenting hours worked by employees, sick time taken by employees and payment made to employees for the sick time if payment was made upon the effective date of this Ordinance. Records shall be retained for a period of two years. An employer must make these records available to the city enforcement agency upon request. If an employer does not maintain or retain adequate records documenting hours worked by the employee and sick time taken by the employee, it will be presumed that the employer has violated the Ordinance.</p> <p>An employer who willfully violates the notice and posting requirements will be subject to a civil fine in an amount not to exceed \$100 for each separate offense. If paid sick time is withheld, the employee is entitled to the dollar amount equivalent of paid sick time withheld. Liquidated damages in an amount not to exceed \$2,000 and attorney's fees are available for any civil action.</p> <p>The City Solicitor and any person aggrieved by a violation shall have the right to bring a civil action, after filing a complaint with the agency and receiving notification of a final decision, or 120 days after filing the complaint if no final decision has been rendered by the Agency within that time.</p> <p><i>Note: The City of Philadelphia's Ordinance, set to take effect on May 13, 2015, may be in jeopardy after the Pennsylvania Senate passed Senate Bill 333, by a 37-12 vote on April 15, 2015. The bill would prevent municipalities in Pennsylvania from adopting paid sick leave ordinances and only require business owners to offer workers paid sick leave in accordance with state or federal law. The bill's sponsor, Senator John Eichelberger, R-Blair, stated that the intent of the bill was to promote statewide uniformity as opposed to allowing each municipality to create its own leave laws.</i></p>
--	---

<p>Seattle, WA</p>	<p>Effective September 1, 2012, Seattle's Paid Sick and Safe Time Ordinance requires employers to provide paid time off when an employee needs leave due to illness or a critical safety issue of the employee or a family member.</p> <p>This covers employees who work in Seattle, telecommute in Seattle, and those who stop in Seattle as a purpose of their work. Small employers (4-49 employees) must provide 1 hour of leave per 40 hours worked, up to 40 hours per calendar year (40 hours may carry over). Mid-size employers (50-249 employees) must provide 1 hour of leave per 40 hours worked, up to 56 hours per calendar year (56 hours may carry over). Large employers (250+ employees) must provide 1 hour of leave per 30 hours worked, up to 72 hours per year (72 hours may carry over).</p> <p>Accrual begins upon starting work, or for "occasional" employees, after 240 hours of work in a calendar year. Sick time may be used for personal illness or preventative care, or for care for a family member's illness or preventative care (child, grandparent, parent, parent-in-law, spouse and registered domestic partner). Safe time may be used for survivors of domestic violence, sexual assault or stalking, and for closure of workplace or child's school or place of care by public official to limit exposure to infectious agent, biological toxin or hazardous material.</p> <p>Visit http://www.seattle.gov/civilrights/sickleave.htm for more information.</p>
<p>Tacoma, WA</p>	<p>Effective February 1, 2016, any employer who has one or more employee in the city of Tacoma, Washington must provide employees with paid sick time.</p> <p>The ordinance covers employees who regularly work in Tacoma as well as employees who perform work in Tacoma on an occasional basis for more than 80 hours within a calendar year. This includes traditional employees, temporary workers, and part-time employees. Temporary employees supplied by a staffing agency or similar entity are eligible for leave, but considered to be employees of the staffing agency unless a contractual agreement states otherwise.</p> <p>Employees accrue one hour of sick leave for every 40 hours worked during a calendar year, and accrual begins on the first day of employment. Employees may begin using accrued paid sick time on the 180th calendar day of employment.</p> <p>Employees can accrue up to 24 hours of paid sick leave in a calendar year. Up to 24 hours of accrued but unused sick leave must carry over to the next year. Employers can cap usage of sick leave at 24 hours, but if an employee has hours carried over from a previous year, he or she may use up to forty (40) hours in that year.</p> <p>Paid sick leave may be used for the following reasons:</p> <ol style="list-style-type: none"> (1) An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or preventive medical care; (2) Care for a family member with a mental or physical illness, injury, or health condition; care for a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care; (3) When the employee's place of business has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material; (4) To allow the employee to care for a child whose school or place of care has been closed by order of a public official; (5) To enable the employee to seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the

	<p>employee's family members, including, but not limited to, preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;</p> <p>(6) To enable the employee to obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;</p> <p>(7) To enable the employee to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault, or stalking; or</p> <p>(8) To enable the employee to take leave for bereavement for the death a family member.</p> <p>Family member means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is: under 18 years of age or 18 years of age or older and incapable of self-care due to a mental or physical disability; a parent of an employee (grandparent); a biological or adoptive parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child (parent); or husband, wife, or domestic partner (spouse).</p> <p>An employer with a combined or universal leave policy (such as a PTO or premium pay policy) that meets or exceeds the requirements of the ordinance is not required to provide additional paid sick leave. The policy must (1) make paid leave available for the same purposes and under the same conditions as specified in the ordinance; (2) provide for accrual at rate of at least one hour for every 40 hours worked; and (3) permit use of at least 24 hours of paid leave in a calendar year. Employers with a premium pay program that is consistent with the rules and regulations adopted by the city's Finance Director must have the program approved by the Finance Director.</p> <p>Employers must retain, for three years, records documenting hours worked by employees in the City of Tacoma, accrued paid leave, and paid leave used by employees. Employers must allow the Finance Director to have access to such records, with at least five business days' notice and at a mutually agreeable time, to investigate potential violations and to audit compliance with the requirements of the ordinance.</p> <p>Employers must provide notice that employees are entitled to paid leave; the amount of paid leave and the terms of its use guaranteed under this chapter; that adverse action against employees who exercise any right under the ordinance is prohibited; and that each employee has the right to file a charge if the earning, use, or payment of paid leave, as required by the ordinance, is denied by the employer or the employer takes an adverse action against an employee for requesting or using paid leave.</p> <p>The notice requirement can be satisfied through a posting in a conspicuous and accessible place in each establishment where employees are employed, inclusion in the employee handbook, providing written guidance, a distribution at time of hire, or any electronic distribution.</p> <p>The Finance Director will create a model notice and make it available for employer.</p> <p>Employers do not have to pay out accrued but unused paid sick leave at the time of separation. However, when a separated employee is rehired (including a rehire at a different business location) within six months in the same calendar year of separation, previously accrued unused paid leave must be reinstated. Additionally, if the employee</p>
--	--

	<p>was previously eligible to use paid leave, he or she must be entitled to use any reinstated accrued paid leave and newly accrued paid leave immediately upon the recommencement of employment</p> <p>Additional guidance is available on the City of Tacoma's website: http://www.cityoftacoma.org/cms/One.aspx?portalId=169&pageId=69789</p>
--	---

Disclaimer. This document provides general information regarding its subject and may not be construed as providing legal advice. The ADP Logo, ADP Workforce Now Comprehensive Services are registered trademarks of ADP, LLC. This content provides practical information concerning the subject matter covered and is provided with the understanding that ADP is not rendering legal advice or other professional services. ADP does not give legal advice as part of its Major Accounts Workforce Now Comprehensive Services. While every effort is made to provide current information, the law changes regularly and laws may vary depending on the state or municipality. The material is made available for informational purposes only and is not a substitute for legal advice or your professional judgment. You should review applicable law in your jurisdiction and consult experienced counsel for legal advice. Please be advised that calls to and from ADP may be monitored or recorded.