



Beginning September 1, 2012, a new law in Seattle requires employers to offer paid sick and safe time to employees who work within Seattle city limits. The Seattle Paid Sick and Safe Time Ordinance (SMC 14.16) covers full-time, part-time and temporary employees who work in Seattle, as well as employees who work in Seattle on an occasional basis (more than 240 hours per calendar year).

Seattle's Paid Sick and Safe Time Ordinance require employers to provide employees working in Seattle paid hours to take time off from work due to illness or a safety issue. Paid sick and safe time may be used for:

- Your personal illness, injury or health condition, or to take care of a family member (including domestic partners) with an illness, injury or medical appointment.
- Closure of your place of business or child's school/place of care by order of a public official for health reasons.
- For reasons related to domestic violence, sexual assault, or stalking.

To request PSST, please email our payroll department at [payroll@nuwestgroup.com](mailto:payroll@nuwestgroup.com) with dates and amount of PSST that is being requested. As a company we do not pay out any unused Seattle Sick and Safe Time at the end of your assignment.

We are a Tier 3 employer. This means that for every 30 hours you work, you will earn an hour of sick and safe time, and you will be able to use 72 hours of sick and safe time each year. **There is a 180 day probationary period where you will accrue but not be able to use the time until eligible.** You will be able to carryover up to 72 hours of unused leave on an annual basis.

Our benefit year is the year running from an employee's one-year anniversary date of employment.

We will notify you of available paid sick and safe time each time wages are paid on your pay stub. If you have questions about your Paid Sick and Safe Time benefits as an employee of NuWest Group Holdings, please contact the Payroll Department at 425-602-5777 or [payroll@nuwestgroup.com](mailto:payroll@nuwestgroup.com).

The City of Seattle Office for Civil Rights (SOCR) is responsible for enforcing this ordinance and ensuring that you are not retaliated against for using paid sick and safe time.

By signing below you are acknowledging that you have read and understand the laws pertaining to the Seattle Paid Sick and Safe Time Ordinance.

\_\_\_\_\_ (signature) \_\_\_\_\_ (date)