Paid Sick Leave Policy

(Washington State Compliance)

1. Policy Statement

Northwest Staffing Network, LLC provides Paid Sick Leave ("PSL") to employees in accordance with Washington State law (RCW 49.46.200–210). This policy is designed to ensure employees can address health and safety needs without loss of pay.

---

2. Employee Eligibility

All employees of **Northwest Staffing Network, LLC**, including full-time, part-time, temporary, and seasonal employees, are eligible to accrue Paid Sick Leave beginning on the first day of employment.

---

3. Accrual of Paid Sick Leave

- Employees accrue **one (1) hour of Paid Sick Leave for every forty (40) hours worked**.
- Accrual begins on the employee's **first day of employment**.
- Exempt employees are assumed to work forty (40) hours per workweek unless their normal workweek is less than forty (40) hours.

---

4. Use of Paid Sick Leave

Employees may begin using accrued Paid Sick Leave on the **90th calendar day** of employment.

Paid Sick Leave may be used for the following reasons:

A. Employee or Family Member Health Needs

- The employee's mental or physical illness, injury, or health condition
- Medical diagnosis, care, treatment, or preventive care
- Care for a family member with any of the conditions listed above

B. Public Health Reasons

- Closure of the employee's workplace or a child's school or place of care by order of a public official for health-related reasons

C. Safety-Related Reasons

- Absences related to domestic violence, sexual assault, or stalking involving the employee or a family member

Family Member Definition:
Family member includes a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling, or parent-in-law.

---

5. Increment of Use

Paid Sick Leave may be used in increments consistent with payroll practices, but no greater than **one (1) hour**.

---

6. Carryover of Unused Leave

- Employees may carry over up to **forty (40) hours** of unused Paid Sick Leave to the following year.
- Accrual may continue beyond forty (40) hours; however, annual carryover is capped at forty (40) hours unless otherwise provided by company policy.

---

7. Rate of Pay

Paid Sick Leave is paid at the employee's **normal hourly rate of pay** at the time the leave is taken, excluding overtime premiums, tips, or bonuses unless required by law.

---

8. Notice Requirements

- When the need for Paid Sick Leave is **foreseeable**, employees should provide reasonable advance notice, up to ten (10) days when possible.
- When the need is **not foreseeable**, employees must notify **Northwest Staffing Network, LLC** as soon as practicable in accordance with standard attendance and call-in procedures.

---

9. Verification

For absences of **more than three (3) consecutive workdays**, **Northwest Staffing Network, LLC** may request reasonable verification as permitted by law. Employees will not be required to disclose private medical information.

---

10. Separation and Rehire

- Unused Paid Sick Leave is **not paid out** upon separation of employment.
- If an employee is rehired within **twelve (12) months**, previously accrued unused Paid Sick Leave will be reinstated.

---

11. No Retaliation

Northwest Staffing Network, LLC prohibits retaliation or discrimination against any employee for requesting or using Paid Sick Leave or for exercising rights under Washington State law.

---

12. Coordination With Other Leave Policies

If **Northwest Staffing Network, LLC** provides other paid leave benefits that meet or exceed Washington State Paid Sick Leave requirements, such leave may be used to satisfy this policy.

---

13. Policy Administration

This policy will be administered in compliance with applicable state and local laws and may be modified to maintain legal compliance.



Reviewed January 2026