

**EMPLOYEE – KEEP FOR YOUR REFERENCE
TOPPENISH SCHOOL DISTRICT
WASHINGTON STATE PAID SICK LEAVE NOTIFICATION**

You are entitled to *accrue* paid sick leave beginning January 1, 2018. This leave will accrue at one (1) hour of paid sick leave for every 40 hours you work.

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.

Toppenish School District accrual year is September 1 to August 31.

Accrued, unused paid sick leave balances of 40 hours or less will be carried over to the following year.

Accrued, unused paid sick leave over 40 hours will require the employee to forfeit the paid sick leave.

You are entitled to use accrued paid sick leave beginning 90 calendar days after the start of your employment.

Retaliation against you by the Toppenish School District for your lawful use of paid sick leave and other rights provided under the Minimum Wage Act (chapter 49.46 RCW), and all applicable rules is prohibited.