



Beginning February 1, 2016, a new law in Tacoma requires employers to offer paid sick and safe time to employees who work within Tacoma city limits. The Tacoma Paid Sick and Safe Time Ordinance (No. 28275) covers full-time, part-time and temporary employees who work in Tacoma, as well as employees who work in Tacoma on an occasional basis (more than 80 hours per calendar year).

Tacoma's Paid Sick and Safe Time Ordinance require employers to provide employees working in Tacoma 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 time off, please email our payroll department at payroll@nuwestgroup.com with dates and amount of time that is being requested. As a company we do not pay out any unused Tacoma Sick and Safe Time at the end of your assignment.

Employees will accrue 1 hour of sick time for every 40 hours worked within the Tacoma city limits. Employees shall be entitled to use up to 24 hours of accrued paid leave in the calendar year. Employees can carry over any accrued and unused hours, up to 24 hours, to the following calendar year. Employees may use hours carried over for a total not to exceed 48 hours in the calendar year. **There is a 180 day probationary period where you will accrue but not be able to use the time until eligible.**

Our benefit year is the calendar year.

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.

The Director of City of Tacoma 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 Tacoma Paid Sick and Safe Time Ordinance.

_____ (signature) _____ (date)

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