

Omni Staffing Services, Inc  
Paid Sick Leave Policy

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Paid Sick Leave Accrual and Availability

Accrual

Employees accrue one hour of paid sick leave for every 40 hours worked.

Employees are not entitled to accrue paid sick leave for hours paid while not working (such as vacation, paid holidays, or while using paid sick leave).

Availability

Employees are entitled to use their accrued, unused paid sick leave beginning on the 90<sup>th</sup> calendar day after the start of their employment. This sick leave is only available when the employee is unable to attend scheduled hours for reasons as defined in this policy.

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

Authorized Uses of Paid Sick Leave

Care of the employee or the employee's family member

Employees may use their accrued, unused paid sick leave hours to care for themselves or a family member (definition below) for:

Mental or physical illnesses, injuries, or health conditions;

The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or

The need for preventive medical care.

For the use of paid sick leave for an employee's family member, family member is defined as:

A child;

Including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status

A parent;

Including a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child

A spouse;

A registered domestic partner;

A grandparent;

A grandchild; or

A sibling.

Closure of the employee's child's school or place of care

When an employee's child's school or place of care has been closed by order of a public official for any health-related reason. Please see the definition of "child" in the previous section.

To address issues related to domestic violence, sexual assault, or stalking

Employees may use their accrued, unused paid sick leave to:

Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee and their 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;

Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking;

Attend health care treatment for a victim who is the employee's family member;

Obtain, or assist the employee's family member(s) in obtaining, services from: A domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking.

Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.

Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.

For purposes of leave related to domestic violence, sexual assault, or stalking, family member has the following definition:

Any individual whose relationship to the employee can be classified as a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

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## Reasonable Notice for the Use of Paid Sick Leave

Employees must provide reasonable notice of an absence from work for the use of paid sick leave to care for themselves or a family member, or because the employee's child's school or place of care is closed by order of a public official for any health-related reason. Such notice must not interfere with an employee's lawful use of paid sick leave. Any information provided will be kept confidential.

Note: Verification may be required if an employee uses paid sick leave for more than three (3) consecutive days for which the employee was required to work.

### *Reasonable Notice for Foreseeable Use of Paid Sick Leave*

If an employee's absence is foreseeable, the employee must provide notice to Scheduling at least 7 days, or as early as practicable, before the first day paid sick leave is used.

Omni may request that the employee submit an *Employee Notice for Use of Paid Sick Leave* form.

If possible, notification should include the expected duration of the absence.

### *Reasonable Notice for Unforeseeable Use of Paid Sick Leave*

If an employee's absence is unforeseeable, the employee must contact scheduling as soon as possible before the required start of their shift.

As a best practice, and if circumstances allow, employees should provide notice as soon as the employee learns of the need for paid sick leave.

In the event it is not practicable to provide notice of an unforeseeable absence, a person on the employee's behalf may provide such notice.

If possible, this notification should include the expected duration of the absence.

### *Reasonable Notice for Use of Paid Sick Leave for Domestic Violence Leave*

An employee must give advance oral or written notice to Scheduling as soon as possible for the foreseeable use of paid sick leave to address issues related to the employee or the employee's family member being a victim of domestic violence, sexual assault, or stalking.

*Reasonable Notice for Unforeseeable Use of Paid Sick Leave*

If an employee is unable to give advance notice because of an emergent or unforeseen circumstance related to the employee or the employee's family member being a victim of domestic violence, sexual assault, or stalking, the employee or their designee must give oral or written notice to Scheduling no later than the end of the first day that the employee takes such leave.

**Omni requires the employee to submit an *Employee Notice for Use of Paid Sick Leave* form within 3 days of the incident creating the need for use of paid sick leave. This form can be submitted electronically to [timecards@omnistaffingservices.com](mailto:timecards@omnistaffingservices.com)**

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## Verification for Absences Exceeding Three Days

If an employee has used paid sick leave for an authorized purpose for more than three (3) consecutive days during which the employee is required to work, the employee must provide verification that establishes or confirms that the use of paid sick leave is for an authorized purpose.

For care of the employee or the employee's family member, acceptable verification may include:

A written or oral statement from the employee indicating that the use of paid sick leave is necessary to care for the employee or their family member for an authorized purpose;

A doctor's note or a signed statement by a health care provider indicating that the use of paid sick leave is for care of the employee or their family member for an authorized purpose; or

Other documentation demonstrating that the employee's use of paid sick leave is for care of the employee or their family member for an authorized purpose.

Verification must be provided to Scheduling within 7 calendar days of the first day an employee used paid sick leave to care for themselves or a family member.

When an employee or the employee's family member has been a victim of domestic violence, sexual assault, or stalking, the employee's choice of any one or more of the following documents satisfies this verification requirement:

A written statement that the employee or an employee's member is a victim of domestic violence, sexual assault, or stalking, and that the leave was taken to address related issues;

A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking;

Evidence from a court or prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking;

A court order of protection;

Documentation from any of the following persons from whom an employee or an employee's family member sought assistance in addressing the domestic violence situation indicating that the employee or the employee's family member is a victim:

An advocate for victims of domestic violence, sexual assault, or stalking;

An attorney;

A member of the clergy; or

A medical professional.

Verification must be provided in a timely manner. In the event that advance notice of the leave cannot be given because of an emergency or unforeseen circumstances due to domestic violence, sexual assault, or stalking, verification must be provided to the employer within a reasonable time period during or after the leave.

In the event our business, or the employee's child's school or place of care, is closed by order of a public official for any health-related reason, acceptable verification may include:

Written notice of closure by order of a public official that the employee received regarding the employee's child's school or place of care.

Verification must be provided to Scheduling within 7 calendar days of the first day an employee used paid sick leave for such purpose.

For any verification required, please note:

The employee is not required to provide any details concerning the specific nature of the health condition in order to use paid sick leave, unless otherwise required by law.

Any information the employee provides will be kept confidential.

#### Unreasonable Burden or Expense for Verification

If an employee believes that obtaining verification for use of paid sick leave would result in an unreasonable burden or expense on the employee, the employee must contact Scheduling orally or in writing.

The employee must indicate that the absence is for an authorized purpose, and explain why verification would result in an unreasonable burden or expense on the employee.

If an employee chooses to put this in writing, options for doing so include, but are not limited to:

Completion of the *Employee Verification of Authorized Use of Paid Sick Leave* form and submitting it to [timecards@omnistaffingservices.com](mailto:timecards@omnistaffingservices.com)

Within 10 calendar days of receiving the employee's request, Omni will work with the employee to identify an alternative for the employee to meet the verification requirement in a way that does not result in an unreasonable burden or expense.

Possible options may include, but are not limited to:

Company-provided transportation;

Sharing the cost of getting a note from a medical provider;

Providing a note of explanation in lieu of other forms of verification; or

Exempting the employee from the verification requirement based on the explanation provided.

Omni may choose not to pay an employee for paid sick leave taken for such absences until verification is provided.

An employee has the right to contact the CEO if the employee believes the proposed alternative still results in an unreasonable burden or expense.

If an employee is not satisfied with the CEO's alternatives, they may consult with the Washington State Department of Labor & Industries.

Online: [www.Lni.wa.gov/WorkplaceRights](http://www.Lni.wa.gov/WorkplaceRights)

Call (toll-free): 1-866-219-7321

Visit: [www.Lni.wa.gov/Offices](http://www.Lni.wa.gov/Offices)

Email: [ESgeneral@Lni.wa.gov](mailto:ESgeneral@Lni.wa.gov)