



## Employee Paid Sick Leave Notification

Employees hired with NuWest Group Holdings LLC will accrue paid sick leave as soon as they begin working. This leave will accrue at one (1) hour of paid sick leave for every 30 worked hours.

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;
- 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

NuWest Group Holdings LLC accrual year is January 1 to December 31  
Company Name

**Using paid sick leave must be approved by your on-site supervisor. Email all requests to use sick time to [Payroll@NuWestGroup.com](mailto:Payroll@NuWestGroup.com) and include the date and hours you are submitting for. Only enter worked hours, not paid sick leave time, into your timesheet.**

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

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

Only taxable worked hours are covered by paid sick leave. Per Diem hours are not paid out concurrently when using paid sick leave.

Retaliation against you by **NuWest Group Holdings LLC** for using paid sick leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act (chapter 49.46 RCW), is prohibited.

### Employee Acknowledgment

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)