



# City of Seattle

Tim Burgess, Mayor

## Office of Labor Standards

Dylan Orr, Director

### Request for Information

Please complete this form, responding to the questions specified below for **EMPLOYER** and all divisions, subsidiaries and parent companies operating within the City of Seattle and return it by October 9, 2017 to OLS Investigator \_\_\_ at email@seattle.gov.<sup>1</sup>

#### **I. Employees**

1. Complete the attached spreadsheet by filling in the request information for all current employees as of September 26, 2017, that perform any work in Seattle.

Completed and Included/Attached.

2. How many employee hours were worked **worldwide** for **EMPLOYER** in 2016?

3. Does **EMPLOYER** have the [Office of Labor Standards 2017 poster](#) posted at its place of business?

Yes     No

- a. If so, specify where.

4. Does **EMPLOYER** follow an employee manual or policies with respect to sick or safe leave?

Yes     No

- a. Provide a copy of all manuals and policies that address sick and or safe leave.

Included/Attached.

**II. Paid Sick and Safe Time**

1. Does **EMPLOYER** offer paid sick and safe time (PSST) to employees?

Yes  No

2. When can employees use PSST?

3. How do employees accrue PSST hours? (for example, which is the rate of accrual per hour, month or year of work; or what amount of PSST is frontloaded)

4. How much PSST can employees use each year?

5. How much PSST can employees carry over into the subsequent year?

6. How often does **EMPLOYER** notify employees of their paid sick and safe time balance? How does **EMPLOYER** provide this notification?

7. Does **EMPLOYER** have a Paid Sick and Safe Time policy?

Yes  No

a. If yes, provide a copy.

Included/Attached

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<sup>i</sup> OLS makes this request pursuant to SMC 14.16.060.