



Adult Family Home Industry Worker Safety Awareness Program

Module 8: Information on

**Washington State Workers'
Compensation, Unemployment
Insurance, & Employment Laws**

Adult Family Home Industry Worker Safety Awareness Program

Funding and support for this project has been provided by the state of Washington, Department of Labor & Industries, Safety & Health Investment Projects.

The Adult Family Home Council is solely responsible for the content of and views expressed in this report and related materials unless they have been formally endorsed by the Washington state Department of Labor & Industries.

These documents do not replace any standard or regulation and create no new legal obligations. They are advisory in nature, informational in content, and are intended to assist employers in providing a safe and healthful workplace.

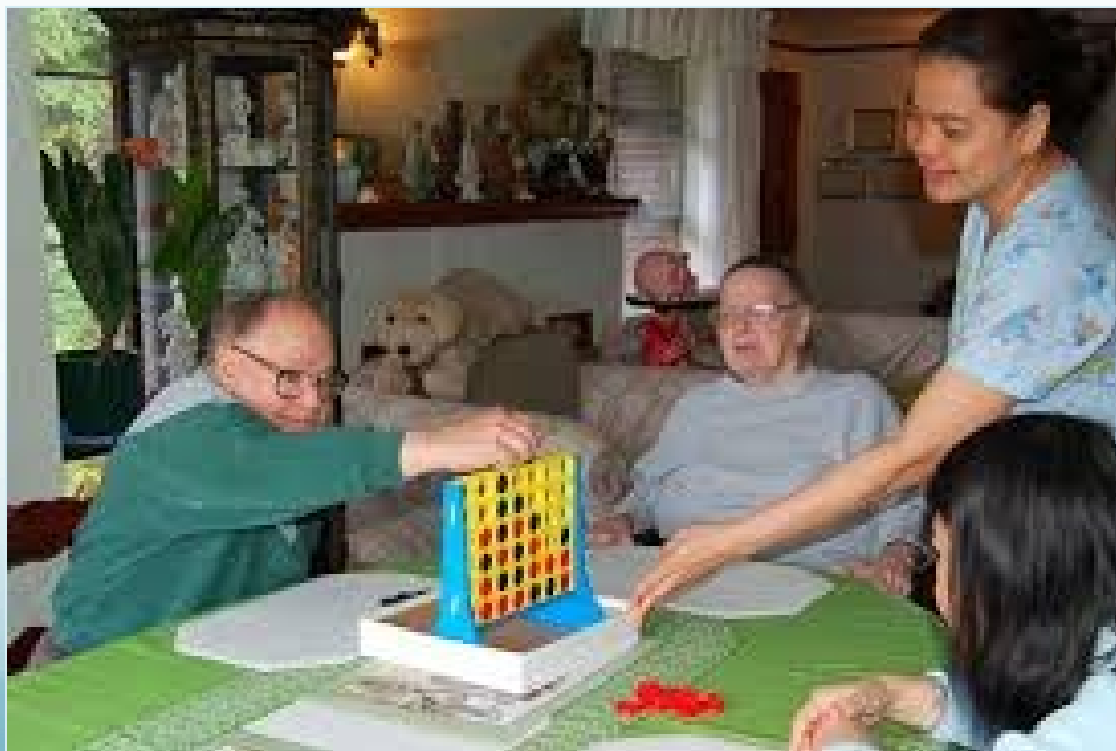
Purpose Of The Safety Awareness Program

- Assist Adult Family Home Industry employers, supervisors, and all workers in recognizing key safety hazards in their work environment and help them avoid and control these hazards
- Outcome: Create a safer work environment and significantly reduce injuries in Adult Family Homes



Module 8:

Washington State Workers' Compensation, Unemployment Insurance, & Employment Laws



Course Objectives

Washington State

Workers' Compensation, Unemployment Insurance, & Labor Laws

- Understand basic workers' compensation benefits & requirements
- Learn the importance of helping injured workers with getting back to work & the programs available to assist with return to work
- Understand the basics of how unemployment insurance works
- Learn about Washington leave laws including paid sick leave, paid family and medical leave, and the family care act
- Understand labor laws related to meal & rest breaks, overtime, & the state minimum wage

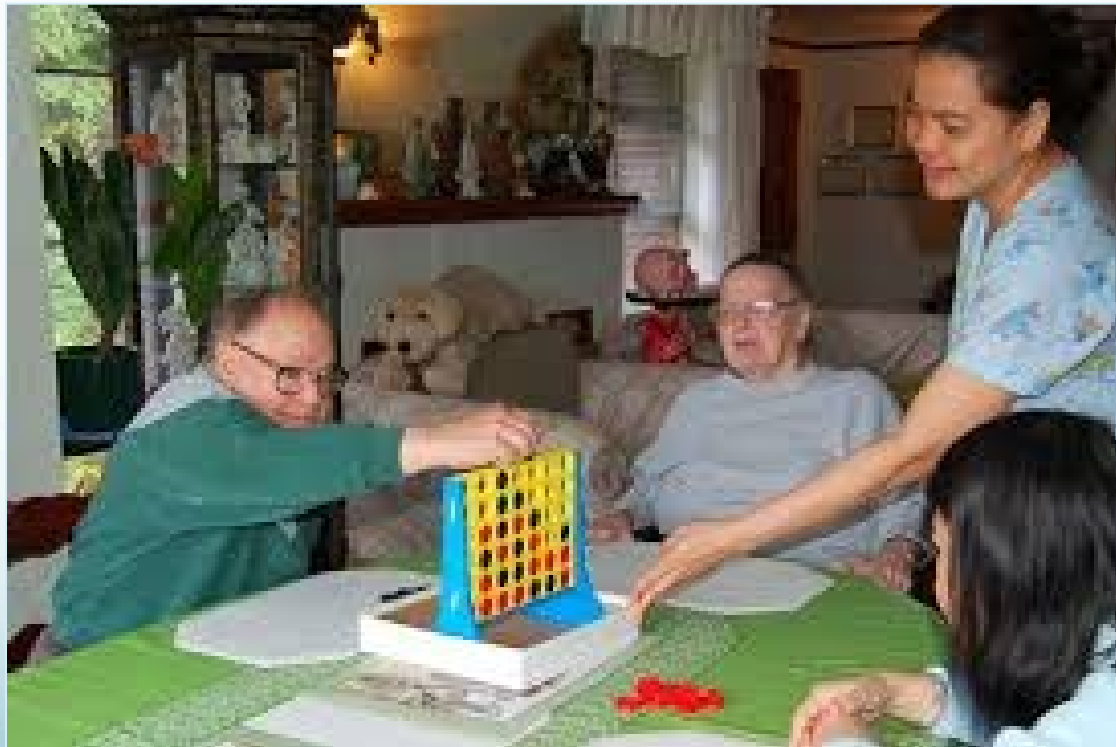
How Do Labor Laws Affect Adult Family Homes?



- What experiences do you have with workers' compensation claims at your adult family home?
- How do meal and rest breaks work in your adult family home?
- How do you handle paid sick leave at your adult family home? What about paid family & medical leave after the birth or adoption of a child or in cases of serious health issues?
- What is your experience with unemployment claims in your adult family home?



Module 8A: Washington State Workers' Compensation Insurance



Workers' Compensation Where Have You Seen This?




Poster: Notice to Employees
If a Job Injury Occurs

Required under RCW 51.14.100

Washington state employers must
post this notice where employees can
read it

You can order free copies of this
poster and other required posters
from L&I at their

Required Posters webpage

 Washington State Department of
Labor & Industries

Notice to Employees

It's the law! Employers must post this notice where employees can read it.

Every worker is entitled to workers' compensation benefits. You cannot be penalized or discriminated against for filing a claim. For more information, call toll-free **1-800-547-8367**.

If a job injury occurs

Your employer is insured through the Department of Labor & Industries' workers' compensation program. If you are injured on the job or develop an occupational disease, you are entitled to workers' compensation benefits.

Benefits include:

Medical care. Medical expenses resulting from your workplace injury or disease are covered by the workers' compensation program.

Disability income. If your work-related medical condition prevents you from working, you may be eligible for benefits to partially replace your wages.

Vocational assistance. Under certain conditions, you may be eligible for help in returning to work.

Partial disability benefits. You may be eligible for a monetary award to compensate for the loss of body functions.

Pensions. Injuries that permanently keep you from returning to work may qualify you for a disability pension.

Death benefits for survivors. If a worker dies, the surviving spouse or registered domestic partner and/or dependents may receive a pension.

What you should do

Report your injury. If you are injured, no matter how minor the injury seems, contact the person listed on this poster.

Get medical care. The first time you see a doctor, you may choose any health-care provider who is qualified to treat your injury. For ongoing care, you must be treated by a doctor in the L&I medical network. (Find network providers at www.Lni.wa.gov/FindADoc.)

Qualified health-care providers include: medical, osteopathic, chiropractic, naturopathic and podiatric physicians; dentists; optometrists; ophthalmologists; physician assistants; and advanced registered nurse practitioners.

Tell your health-care provider and your employer about your work-related injury or condition. The first step in filing a workers' compensation (industrial insurance) claim is to fill out a Report of Accident (ROA). You can do this online with FileFast (www.Lni.wa.gov/FileFast), by phone at 1-877-561-FILE, or on paper in your doctor's office. Filing online or by phone speeds the claim and reduces hassle.

File your claim as soon as possible. For an on-the-job injury, you must file a claim and the Department of Labor & Industries (L&I) must receive it within one year after the day the injury occurred. For an occupational disease, you must file a claim and L&I must receive it within two years following the date you are advised by a health-care provider in writing that your condition is work related.

Report your injury to:

(Your employer fills in this space.)

Helpful phone numbers:
Ambulance
Fire
Police

About required workplace posters

Go to www.Lni.wa.gov/RequiredPosters to learn more about workplace posters from L&I and other government agencies.

On the Web: www.Lni.wa.gov

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.

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Workers' Compensation Basics



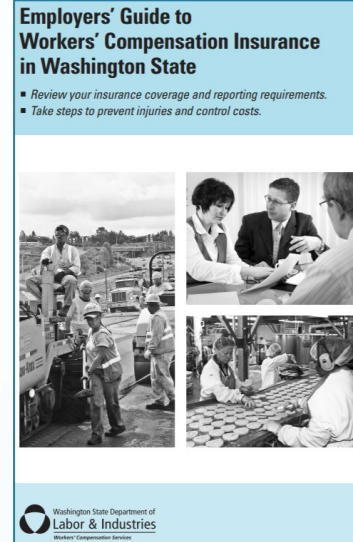
- **Workers' compensation insurance (also known as Industrial Insurance) provides medical & wage replacement benefits to workers injured at work**
 - ❖ Workers' compensation is no-fault insurance, meaning in most cases your business cannot be sued when a work-related injury or illness happens
 - ❖ Workers' compensation insurance pays for:
 - Approved medical, hospital, & related services due to workplace injuries or work-related illnesses
 - Partial wage replacement for those who are unable to work because of their injuries or work-related illnesses
 - Help returning to work, disability & pension benefits, & survivor benefits



Workers' Compensation Coverage Requirements



- **Adult family homes are required to provide workers' compensation insurance for all of their workers through the Washington state Department of Labor & Industries (L&I)**
 - ❖ Coverage must be provided no matter how many employees you have, including part-time & temporary employees
 - You must also cover independent contractors doing work for you unless they meet certain exemptions
 - ❖ Washington state does not allow private workers' compensation coverage
 - ❖ Owners (sole providers, partners, corporate officers, & managers) are not required to have coverage but may elect to cover themselves



Paying For Workers' Compensation



- **Adult family homes must purchase coverage from L&I**

- ❖ You can [sign-up for workers' compensation insurance through L&I](#) and by [updating your state business license](#) to indicate you have employees through the Department of Revenue
- ❖ Employers submit quarterly reports & make premium payments based on their industry & number of workers' hours worked
 - Just like other types of insurance, claims are paid for by premiums collected
 - Washington is the only state where employers can deduct part of the cost of workers' compensation from their employees' wages
 - ❑ Employers may deduct up to half of the medical aid & cost of living portion of their premiums- about 27% of the total cost

Employers' Guide to Workers' Compensation Insurance in Washington State

- Review your insurance coverage and reporting requirements.
- Take steps to prevent injuries and control costs.



Washington State Department of
Labor & Industries
Workers' Compensation Division

What To Do If You Get Hurt At Work 1



- **Get medical help**

- ❖ Many falls, cuts, & sprains can become serious injuries if they aren't treated
- ❖ Get first aid at your workplace
 - All employers in Washington are required to provide a first-aid kit
- ❖ If further treatment is necessary, go to the emergency room or the healthcare provider of your choice & tell them you were injured at work
 - You have the right to choose your doctor
 - You can also to decide who, if anyone, you want to accompany you to the doctor
 - You have the right to decline to have a company nurse or representative go with you to the hospital, doctor, or any other medical visit

Workers' Compensation Benefits

A guide for injured workers



*Know your rights
and responsibilities*

What To Do If You Get Hurt At Work 2



- **Get medical help**

- ❖ You can expect your doctor or other medical provider to:
 - Certify whether your injury is work-related
 - Help you file a workers' compensation claim
 - Work with you to determine when you can return to work
 - Recommend any further treatment you may need

Workers' Compensation Benefits

A guide for injured workers



*Know your rights
and responsibilities*

What To Do

If You Get Hurt At Work 3



- **Get medical help**

- ❖ Filing a workers' compensation claim
 - You must file your claim within 1 year of a workplace injury or 2 years from a doctor's diagnosis of a work-related illness
 - Your doctor will file the claim for you within 5 days if you fill out the report of accident at their office
 - You will need to provide information about yourself, what happened, & your job:
 - ☐ Date, time, details, & location of the injury
 - ☐ Contact information for any witnesses
 - ☐ Employer information
 - ☐ Wage information and your dependents' names & birth dates
 - ☐ Your doctor's first & last name or the hospital or clinic where you received treatment

Workers' Compensation Benefits

A guide for injured workers



*Know your rights
and responsibilities*

What To Do If You Get Hurt At Work 4



- **Get medical help**

- ❖ If you need medical care after the first visit
 - For your second visit & beyond, you will need to see a provider in L&I's provider network
 - ❑ You may choose any doctor who is qualified to treat your injury, as long as they are in L&I's network
 - ❑ If your regular healthcare provider is not in L&I's network, encourage them to join or choose a new one with L&I's [Find a Doctor lookup tool](#)
 - You may also get a second medical opinion with your L&I claim manager's approval
- ❖ You can change providers at any time and/or communicate with your L&I claim manager with L&I's secure online website portal called [My L&I](#)

Workers' Compensation Benefits

A guide for injured workers



*Know your rights
and responsibilities*

What To Do If You Get Hurt At Work 5

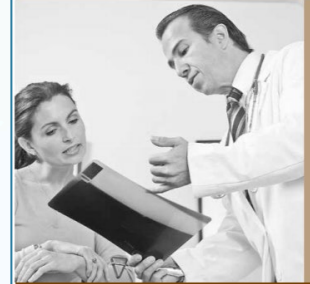


- **Tell your employer**

- ❖ Tell your employer right away if you are injured on the job or diagnosed with an occupational disease
 - Employers need to be familiar with the situation when paperwork arrives so that they can help you plan your return to work
- ❖ The sooner you can return to work after an injury, even in a light-duty or a modified job (with your doctor's approval), the more likely you are to recover & earn your pre-injury salary

Workers' Compensation Benefits

A guide for injured workers



*Know your rights
and responsibilities*

What To Do

If You Get Hurt At Work 6



- **You can expect your employer to:**

- ❖ Make sure that you receive prompt medical attention
- ❖ Complete the employer section of the accident report form
- ❖ Look for return-to-work opportunities, including light-duty work, if medically approved
 - This can help maintain your salary & speed your recovery, while keeping claim costs down for them
- ❖ Not discriminate or retaliate against you for:
 - Filing a claim
 - Saying that you plan to file a claim
 - Seeking workers' compensation benefits
 - ❑ If your employer has discouraged you from filing a claim, you may file a [Workers' Compensation Claims Suppression Complaint](#)

Workers' Compensation Benefits

A guide for injured workers



*Know your rights
and responsibilities*

Employer Information For Workers' Compensation Claims 1



- **Get medical help for your injured worker**

- ❖ Provide first-aid
- ❖ If further treatment is necessary, send your worker to the emergency room or healthcare provider of their choice & make sure they tell the doctor they were injured at work
- ❖ Call 911 immediately if there's an emergency on-the-job injury
- ❖ For non-emergency medical care encourage your worker to get medical treatment even if the injury doesn't require emergency care
- ❖ L&I will pay the costs of the initial visit for any on-the-job injury

Employers' Guide to Workers' Compensation Insurance in Washington State

- Review your insurance coverage and reporting requirements.
- Take steps to prevent injuries and control costs.



Washington State Department of
Labor & Industries
Workers' Compensation Division

Employer Information For Workers' Compensation Claims 2



- **You may contact the medical provider after they treat your worker to request information about the claim & any work restrictions**
 - ❖ Employers have the right to contact the medical provider directly about workers' compensation claims & related medical records
- **You cannot:**
 - ❖ Discourage a worker from filing a claim or seeking medical attention
 - ❖ Pay for the worker's medical treatment yourself instead of filing a claim with L&I
 - ❖ Discriminate or retaliate against your worker for filing a claim
- **You may protest a claim (or any claim decision) if you believe it was filed in error, fraudulent, or if the worker is not your employee**

Employers' Guide to Workers' Compensation Insurance in Washington State

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Washington State Department of
Labor & Industries
Workers' Compensation Division

Employer Information For Workers' Compensation Claims 3



- **Filing an employer's report of accident**

- ❖ Your worker must initiate the claim process by filing their report of accident
- ❖ After your worker has initiated the claim you will get a claim letter with the claim number. Once you have the claim number, you can file your employer's report of accident online or by mail (Details will be in your claim letter)
- ❖ You can help L&I process the claim by giving them information about the injured worker & your business. L&I needs to know:
 - If you intend to protest the claim
 - Complete wage information for the worker
 - The job site or location where the injury happened
 - The last date your worker was able to do their regular job duties

Employers' Guide to Workers' Compensation Insurance in Washington State

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Washington State Department of
Labor & Industries
Workers' Compensation Division

Employer Information For Workers' Compensation Claims 4



- **Stay involved with your worker's claim**

- ❖ Make sure you read all claim mail
- ❖ The claim manager may reach out for more information to make their decisions
 - If they can't reach you, L&I will make decisions only with the information they have
- ❖ Monitor the progress of your worker's claim & access all documents & information from their injury by signing into L&I's online [My L&I, Claim and Account Center](#)
- ❖ Staying active in your worker's claim can help you control costs & get your worker back to work sooner

Employers' Guide to Workers' Compensation Insurance in Washington State

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Washington State Department of
Labor & Industries
Workers' Compensation Division

Helping Injured Workers Return To Work 1

- **Medical restrictions may stop a worker from returning to their regular job after an injury**
 - ❖ Some injuries are so severe the worker can't return to work right away
 - ❖ However, with most injuries, an early & medically-approved return to work makes sense
 - Research shows the sooner workers returns to work, the more likely they'll preserve future income & health. It also reduces employer costs
 - Returning to work as quickly as possible is a team effort between the worker, employer, & attending medical provider
 - ❑ L&I can provide help if needed to facilitate a smooth return to work
 - ❑ When employers & workers collaborate on return-to-work efforts, they help the healing process by returning the injured worker to normal routines while they both save money



Getting Back to Work:

*It's Your Job
and Your Future*



***Getting injured on the job
is hard enough.***

*We want to help you recover and
get back to work as soon as possible.
It's money in your pocket.*

Helping Injured Workers Return To Work 2



- **Light duty work**

- ❖ Light duty is work employers may offer within a worker's medical restrictions for them to do while they recover
 - Light duty doesn't have to directly relate to the work your worker was doing when injured
- ❖ Light duty or transitional work could be:
 - Working shorter hours
 - Doing some of the original duties part time & gradually increasing to full time work
 - Performing different duties with lighter physical demands to grow back into the original duties
 - Adjusting the job or worksite to meet the physical limitations by providing tools, equipment, or appliances
 - Creating a new job within the worker's medical restrictions while they recover

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Helping Injured Workers Return To Work 3



- **The attending medical provider must give approval for light duty work**

- ❖ Medical provider approval is needed when:
 - Light-duty work is made available
 - There are changes to the light-duty or transitional work
 - The attending provider increases the worker's physical restrictions (such as after surgery)
- ❖ Recovering workers are not required to accept any job that exceeds the restrictions given by their attending provider
- ❖ Employers are responsible for ensuring workers do not work outside of their restrictions without written approval from the attending provider

Getting Back to Work:

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Worker Return To Work Incentives 1



- **Loss of Earning Power Benefits**

- ❖ If an employer wants to bring someone back to light duty, but can only afford to bring them back to work part time or at a lower rate of pay, then the worker may apply for Loss of Earning Power benefits from L&I to help make up the difference
 - Loss of Earning Power payments allow workers to earn more money by returning to work than they would by staying home and collecting time-loss wage replacement benefits

Getting Back to Work:

*It's Your Job
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Getting injured on the job is hard enough.

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It's money in your pocket.*

Worker Return To Work Incentives 2



- **Preferred worker program**

- ❖ A worker with permanent medical restrictions may be certified as a "preferred worker." This certification gives employers financial incentives to hire the worker for a medically-approved, long-term job.

These incentives include:

- Financial protections against future claims
- Reduced workers' compensation premiums for the preferred worker
- L&I will reimburse the employer for 50% of the base wages paid to the preferred worker, for up to 66 days or \$10,000 (whichever comes first), within a consecutive 24-month period
- L&I will pay an incentive payment of 10% of the preferred worker's wages or \$10,000, whichever is less, at the end of 12-continuous months of employment
- L&I will pay for up to \$2,500 for needed tools & equipment & up to \$400 for worker clothing

Getting Back to Work:

*It's Your Job
and Your Future*



**Getting injured on the job
is hard enough.**

We want to help you recover and
get back to work as soon as possible.
It's money in your pocket.

Employer Incentives For Helping Injured Workers Return To Work 1



- **Claim-free discount**

- ❖ Small businesses, including adult family homes, with no compensable claims during a 3-year experience period can earn the [Claim-Free Discount](#)
 - Medical-only claims do not affect the discount
 - Claims that have time-loss, loss of earning power, partial permanent disability, total permanent disability, or death benefits are compensable & do affect the claim-free discount
 - Discounts range from 10%-40% off the base workers' compensation premium rate for your industry
 - ❑ This means that your home could pay up to 40% less than a new adult family home or one with an average number of injury claims



Employer Incentives For Helping Injured Workers Return To Work 2



- **Stay at Work Program**

- ❖ The Stay at Work Program reimburses employers for some of their costs when they provide temporary, light-duty jobs for injured workers while they heal
 - Offering light duty work can help avoid a compensable claim & unnecessary work disability
- ❖ Eligible employers can be reimbursed for:
 - 50% of the worker's base wages for up to 66 days worked in the light duty job, or up to \$10,000, whichever comes first
 - Some of the cost for training, tools, or clothing needed to do the light duty job, up to:
 - ❑ \$2,500 for equipment or tools
 - ❑ \$1,000 for training materials or training fees
 - ❑ \$400 for clothing

Employer's Return-to-Work Guide

Financial incentives available from L&I



Washington State Department of
Labor & Industries
Return to Work Partnerships

Employer Incentives For Helping Injured Workers Return To Work 3



Continuous Employment Incentive

- ❖ The Continuous Employment Incentive allows eligible employers to receive a one-time continuous-employment incentive payment of 10% of an injured worker's wages, or \$10,000, whichever is less
- ❖ To qualify, the employer must:
 - Continuously employ a certified preferred worker in a medically approved job
 - Not reduce the base wage of the job
 - Employ the preferred worker for at least 12 months.
- ❖ An employer can apply for the incentive up to 1 year after the last date worked
 - Keep payroll records, timesheets, & paystubs documenting the days worked & wages paid

Employer's Return-to-Work Guide

Financial incentives available from L&I



 Washington State Department of
Labor & Industries
Return to Work Partnerships

Workers' Compensation Quiz Question 1



- **True or False:**
Workers' compensation is no-fault insurance, meaning that in many cases a worker can sue the business where a work-related injury or illness happened
 - A. True
 - B. False

Workers' Compensation Quiz Question 2



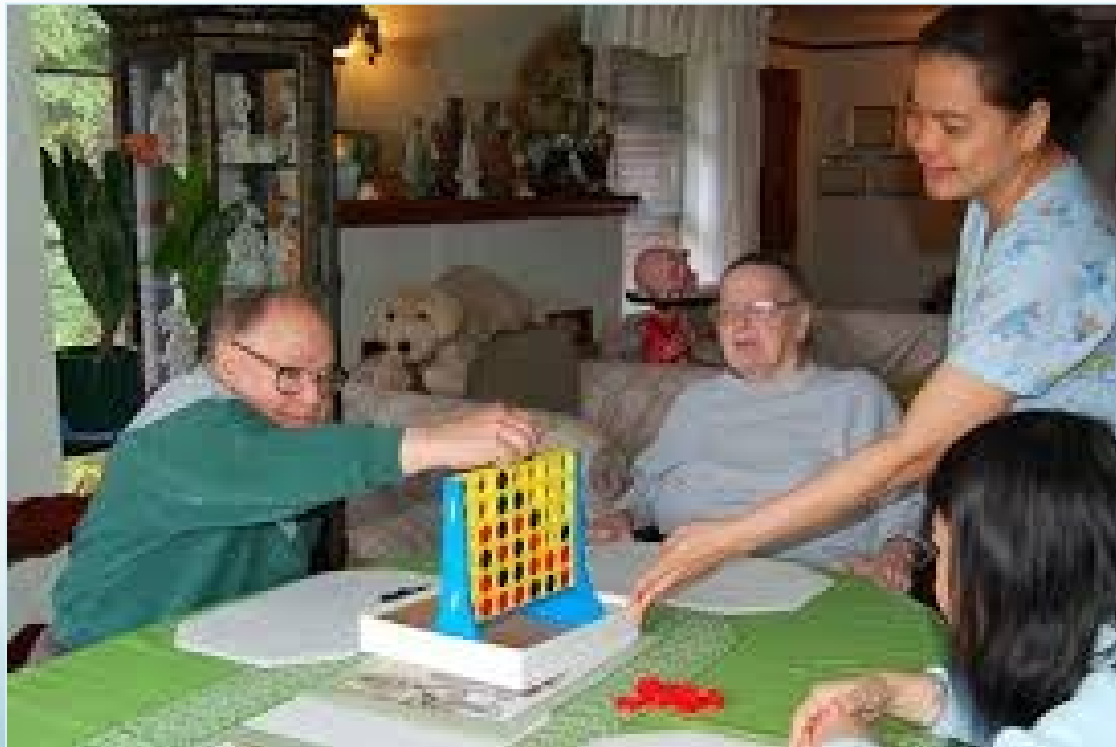
- **Injured workers can expect their doctor or other medical provider to:**
 - A. Certify whether their injury is work-related
 - B. Help them file a workers' compensation claim
 - C. Work with them to determine when they can return to work
 - D. Recommend any further treatment they may need
 - E. All of the above
 - F. None of the above

Workers' Compensation Quiz Question 3



- **True or False:**
The Stay at Work Program reimburses employers for some of their costs when they provide temporary, light-duty jobs for injured workers while they heal
 - A. True
 - B. False

Module 8B: Washington State Unemployment Insurance



Unemployment Insurance Where Have You Seen This?



Poster: You may be eligible for
Unemployment Benefits if you
lose your job

**Required under RCW 50.20.140
Washington state employers must
post this notice where employees
can read it**

You can order free copies of this
poster & other required posters from
ESD at:

Employer Resources and Forms
(including required posters) webpage



**You may be eligible for
UNEMPLOYMENT
BENEFITS
if you lose your job**

Visit www.esd.wa.gov to apply and
click "Sign in or create an account"

To apply for unemployment, you will need

- Your Social Security number.
- Names and addresses of everyone you worked for in the last 18 months.
- Dates you started and stopped working for each employer.
- Reasons you left each job.
- Your alien registration number if you are not a U.S. citizen.
- Your SF8 and SF50 (if you worked for the Federal Government in the last 18 months).
- Your Washington State ID or License, if applicable.

If you were in the military within the last 18 months, we will also ask you to fax or mail us a copy of your discharge papers (Form DD214 member 4 or higher).

The fastest way to apply is online at esd.wa.gov

If you don't have a home computer, you can access one at a WorkSource center or your local library.

If you can't apply online, try contacting us over the phone

Call 800-318-6022. Persons with hearing or speaking impairments can call Washington Relay Service 711. We are available to help you Monday through Friday 8 a.m. to 4 p.m., except on state holidays. You may experience long wait times.

You must look for work each week that you claim benefits

Visit WorkSource to find all the FREE resources you need to find a job. These include workshops, computers, copiers, phones, fax machines, Internet access, and job listings. Log onto WorkSourceWA.com to find the nearest office.

If your work hours have been reduced to part-time, you may qualify for partial unemployment benefits.

If you have been unemployed due to a work-related injury or non-work-related illness or injury and are now able to work again, you may be eligible for Temporary Total Disability (TTD) unemployment benefits.

For more information, please refer to the Handbook for Unemployed Workers at ESD.WA.GOV

Employers are legally required to post this notice in a place convenient for employees to read (see RCW 50.20.140).

The Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington Relay Service: 711

**Employment
Security
Department
WASHINGTON STATE**

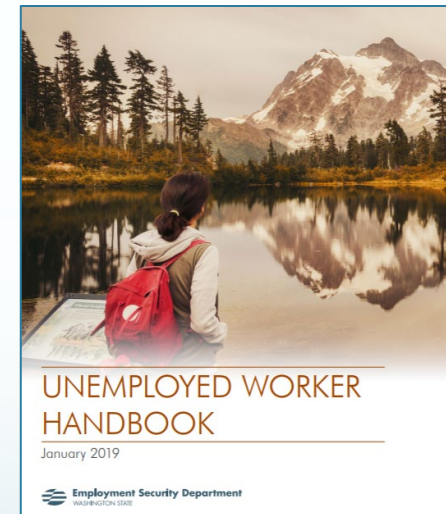
ESD.WA.GOV

EMS 9874 - CC 7540-032-407 Rev 10/17 - UI biz poster EN

Unemployment Insurance Basics



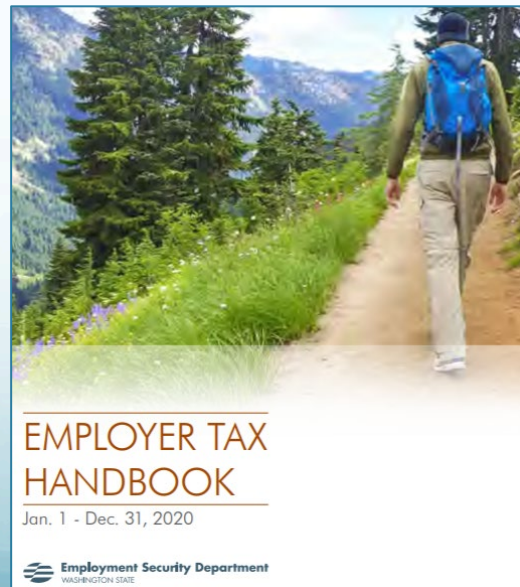
- **Unemployment Insurance provides financial benefits for eligible unemployed workers to help them meet expenses while looking for a new job**
 - ❖ Unemployment benefits replace part of your lost income and are not considered public assistance
 - ❖ Unemployment benefits are made possible through unemployment taxes paid by employers
 - Unemployment taxes are not withheld from employees' paychecks
 - ❖ The Washington state Employment Security Department (ESD) has programs & services to help financially when workers become unemployed due to no fault of their own
 - ❖ ESD can help you:
 - Apply for unemployment benefits
 - Submit weekly claims
 - Improve your job search skills & look for work
 - Return to work as quickly as possible



Unemployment Insurance Coverage Requirements



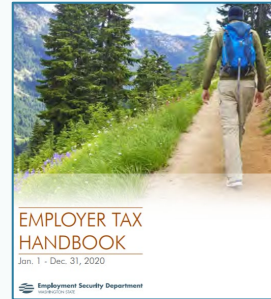
- **Adult family homes are required to provide unemployment insurance for all of their workers through the Washington state Department of Employment Security (ESD)**
 - ❖ If you have employees working in Washington, you must [pay unemployment taxes](#) on their wages in this state



Paying For Unemployment Insurance



- **Employers must purchase unemployment insurance coverage from ESD**
 - ❖ Register your business with ESD by updating your state business license to indicate you have employees through the state Department of Revenue
 - ❖ Unemployment tax reports or tax & wage reports are due to ESD quarterly
 - Employers must submit a tax report every quarter, even if there are no paid employees that quarter or if they are unable to pay the taxes



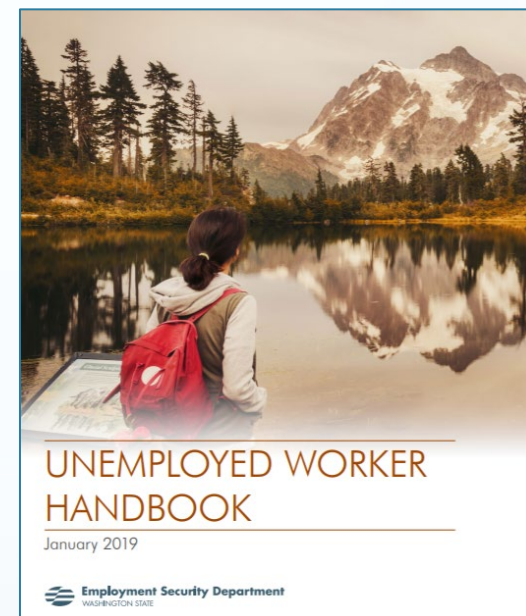
What To Do If You Get Laid Off From Work 1



- **Unemployment Insurance Eligibility**

- ❖ There are several factors ESD looks at to determine who can receive benefits:

- The number of hours you worked in the past 12-18 months, to determine if you have the minimum 680 hours required
 - The reason you were separated from your job: laid off, quit with good cause, terminated due to no fault of your own, or still working less than full-time
 - Whether you are mentally & physically able to work & available to work without restrictions that would prevent you from accepting work (for example: transportation issues, illness, vacations, or lack of childcare)



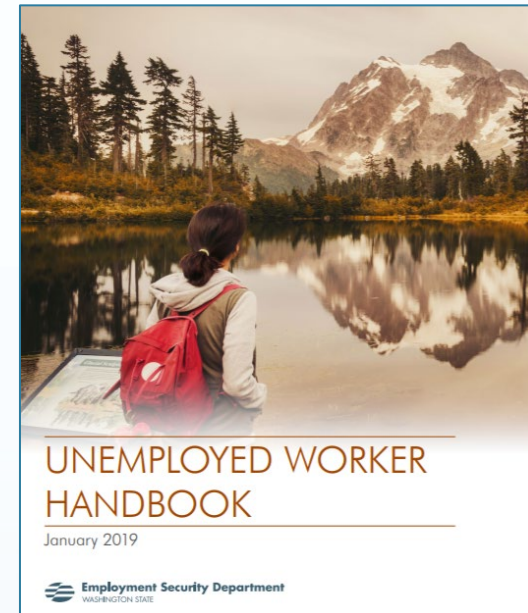
What To Do If You Get Laid Off From Work 2



- **Unemployment Insurance Eligibility**

- ❖ There are several factors ESD looks at to determine who can receive benefits:
 - Whether you are making an active, weekly job search to make sure you are looking for work in occupations that you are willing and able to work in. You must keep a log of your job search activities
 - Whether you worked in Washington & are legally authorized to work in the United States during the weeks you are claiming benefits

- **If you return to work but are working less than full-time, you may still be eligible for part of your unemployment benefits**

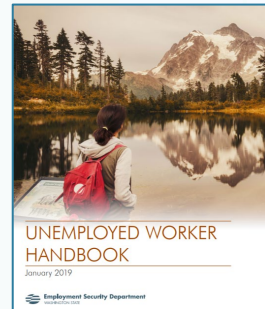


What To Do If You Get Laid Off From Work 3



- **Filing an unemployment insurance claim**

- ❖ The fastest way to [apply for benefits](#) is online
 - While you can file by phone at 1-800-318-6022, you should expect extended wait times
 - There are no in-person unemployment offices in Washington state
 - Even if you go to a WorkSource office, you will still be directed to apply for unemployment benefits online or by phone

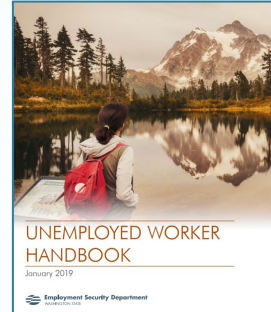


What To Do If You Get Laid Off From Work 4



- **Unemployment insurance benefits**

- ❖ Once opened, your unemployment claim is considered open for one year. However, your actual benefits will generally last for six months (26 weeks)
 - Your benefits may last longer than six months if you have deductible earnings from working or you are collecting retirement pay
 - If you run out of (exhaust) your benefits, you cannot apply for a new claim until your current claim expires (one year)
- ❖ The amount of benefits you receive depends on your earnings (the money you made)
- ❖ The maximum amount you can get per week is your Weekly Benefit Amount (WBA) which can change from year to year

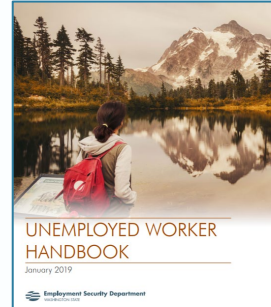


What To Do If You Get Laid Off From Work 5



- **Look for work**

- ❖ To maintain eligibility, you must look for a job & keep a written record of your job search efforts
 - You also must respond quickly if ESD asks to see these records
 - You do not need to look for work if ESD notifies you that you are approved for certain programs



- **Submit a weekly claim or restart a claim**

- ❖ After you apply for unemployment benefits, you must submit a weekly claim for every week you wish to receive benefits
 - Your weekly claim covers the prior week. For unemployment purposes, a week runs from Sunday through Saturday – you cannot claim for the week until it is over

Unemployment Insurance

Quiz Question 1



- **True or False:**
Washington adult family homes are required to provide unemployment insurance for all of their workers through the Department of Employment Security (ESD)
 - A. True
 - B. False

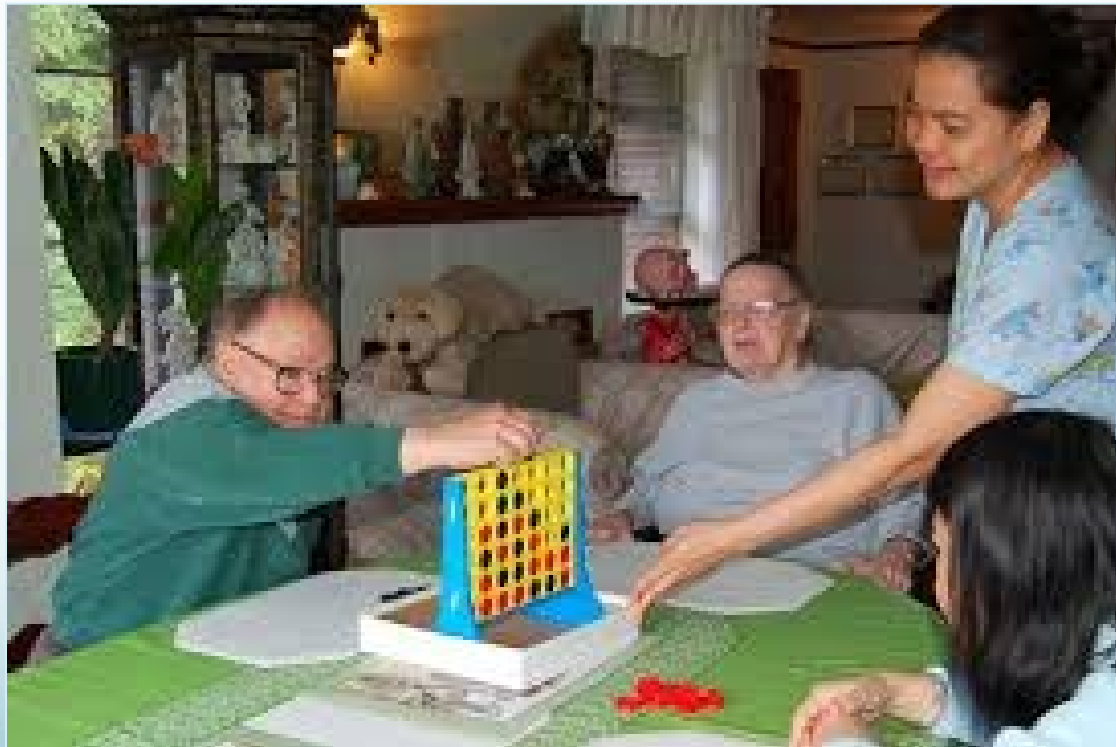
Unemployment Insurance

Quiz Question 2



- **Unemployment Insurance benefits generally last for a maximum of:**
 - A. 2 weeks
 - B. 4 weeks (one month)
 - C. 12 weeks (three months)
 - D. 26 weeks (six months)
 - E. 52 weeks (one year)

Module 8C: Washington State Labor Laws



Paid Family and Medical Leave Where Have You Seen This?



Poster: Paid Family and Medical Leave

Required under RCW 50A.20.020
Washington state employers must
post this notice where employees
can read it

You can order free copies of this
poster & other required posters from
ESD at:

Employer Resources and Forms
(including required posters) webpage

Paid time off. **Peace of mind.**

Paid Family and Medical Leave provides paid time off when a serious health condition prevents you from working, when you need to care for a family member or a new child, or for certain military-related events. It's here for you when you need it most, so you can focus on what matters.

How it works



Nearly every Washington worker—whether you work full time or part time in a small to large business—is eligible for up to 12 weeks of Paid Family and Medical Leave. You need to work 820 hours in Washington, or about 16 hours per week, over the course of about a year. You can get up to 16 weeks if you have family and medical events in the same year, or up to 18 weeks in some cases. Leave doesn't have to be taken all at once. You can use these weeks within your "claim year," which starts when you apply and then runs for the next 52 weeks. When that claim year expires you can then be eligible for leave again.

You apply for leave with the Employment Security Department and will get partial wage replacement, up to 90 percent of your typical pay, capped at \$1,000 per week.

Your rights



If you meet the requirements, you have the right to take paid time off using Paid Family and Medical Leave.

If you qualify for Paid Family and Medical Leave, your employer cannot prevent you from taking it. Your employer also cannot require you to use other types of leave, such as sick or vacation days, before or after taking Paid Family and Medical Leave. The program is funded by premiums shared between workers and many employers. The premium is 0.4% of your wage. You may pay about 2/3 of that total, and your employer (if they have 50 or more employees) pays the rest. A calculator to estimate premiums is available on our website.

To file a complaint against your employer about Paid Family and Medical Leave, email or call our Customer Care Team at paidleave@esd.wa.gov or (833) 717-2273.

You may also contact the Office of the Paid Family and Medical Leave Ombuds. The Ombuds is appointed by the governor and serves as a neutral, independent third party to help workers and employers in their dealings with the Department. The Office of the Ombuds investigates, reports on and helps settle complaints about service deficiencies and concerns with the Paid Family and Medical Leave program. Learn more at www.paidleaveombuds.wa.gov or call the Ombuds' office at 844-395-6697.

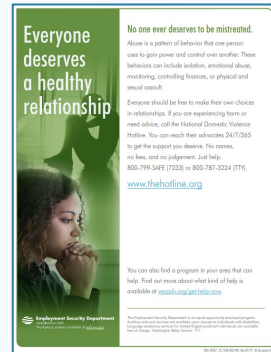
Learn more and apply at
paidleave.wa.gov

Washington
Paid Family & Medical Leave

Employment
Security
Department
WASHINGTON STATE

Paid Family and Medical Leave

- **The Paid Family and Medical Leave program is a state-run insurance benefit passed by the legislature in 2017 & beginning in 2020**
 - ❖ It allows most employees to receive up to 12 weeks of paid leave for:
 - Bonding after the birth or placement of a child
 - An employee's serious health condition
 - A serious health condition of a qualifying family member
 - Certain military events
 - The Employment Security Department administers the [Paid Family and Medical Leave program](#)
 - ❑ Visit paidleave.wa.gov for details



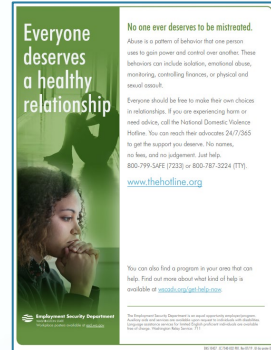
Paying For Family and Medical Leave



- **The Paid Family and Medical Leave program is funded by premiums paid by both employees & employers**

- ❖ Small employers (Under 50 employees) are not required to pay the employer portion of the premium, but they still must collect & submit the employee's share

- The premium is 0.4 percent of employees' gross wages, with the contribution divided between the employee and the employer
 - ❑ The employee portion is 2/3 (63.333%) of the premium
- Small business employees are still eligible for the full benefit
- Small employers may voluntarily pay the 1/3 employer share of the premium to get benefits such as grants to cover costs for hiring temporary workers



Family and Medical Leave Quarterly Reports

- **All businesses, including adult family homes, are required to file a report with the Employment Security Department every quarter**
 - ❖ Your report includes the hours your employees worked & the wages they earned
 - These reports are used to calculate the size of your business & to determine which employees qualify for paid leave
 - ❖ When you [submit your report](#), you will also pay the premiums you collected from your employees or that you are contributing yourself



Domestic Violence Leave Where Have You Seen This?



Poster: Domestic Violence
Survivor Resources

Required under RCW 50.12.330
**Washington state employers must
post this notice where employees
can read it**

You can order free copies of this
poster & other required posters from
ESD at:

Employer Resources and Forms
(including required posters) webpage



**Everyone
deserves
a healthy
relationship**

No one ever deserves to be mistreated.

Abuse is a pattern of behavior that one person uses to gain power and control over another. These behaviors can include isolation, emotional abuse, monitoring, controlling finances, or physical and sexual assault.

Everyone should be free to make their own choices in relationships. If you are experiencing harm or need advice, call the National Domestic Violence Hotline. You can reach their advocates 24/7/365 to get the support you deserve. No names, no fees, and no judgement. Just help. 800-799-SAFE (7233) or 800-787-3224 (TTY).

www.thehotline.org

You can also find a program in your area that can help. Find out more about what kind of help is available at wscadv.org/get-help-now.

 **Employment Security Department**
WASHINGTON STATE
Workplace posters available at esd.wa.gov

The Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington Relay Service: 711

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Domestic Violence Leave 1

- **Washington state provides victims of domestic violence, sexual assault, or stalking the opportunity to take time off from work**
 - ❖ Employers must accommodate requests for time off or safety accommodations & allow employees to use available paid or unpaid leave as needed
 - ❖ This leave is available to all employees & qualifying family members
 - ❖ Victims & their family members can use domestic violence leave for:
 - Legal or law enforcement assistance & court proceedings
 - Medical & psychological help
 - Help from social service programs
 - Safety planning
 - Relocating



Domestic Violence Leave 2

- **Washington state provides victims of domestic violence, sexual assault, or stalking the opportunity to take time off from work**
 - ❖ Domestic violence leave is not limited by an employee's available paid time off
 - ❖ It can include reasonable amounts of unpaid leave
 - ❖ Employees can also request a reasonable safety accommodation from their employer
 - ❖ An employee's job is protected by law when using this leave
 - ❖ Employers cannot retaliate or discriminate against an actual or perceived victim or qualifying family member



Your Rights as a Worker Where Have You Seen This?



Employment Standards Poster: Your Rights as a Worker

Required under RCW 49.12.275
Washington state employers must
post this notice where employees
can read it

You can order free copies of this
poster & other required posters from
L&I at their:
Required Posters webpage

Washington State Department of Labor & Industries

Your Rights as a Worker

It's the law!
Employers must post this notice where employees can read it.

Wage and Overtime Laws

Workers must be paid the Washington minimum wage

Need to know the current minimum wage?

- Most workers who are 16 years of age or older must be paid at least the minimum wage for all hours worked.
- Workers who are 16 or 17 may be paid 85% of the minimum wage.

Type cannot be counted as part of the minimum wage.

Overtime pay is due when working more than 40 hours
Most workers must be paid one and one-half times their regular rate of pay for all hours worked over 40 in a fixed seven-day workweek. Agricultural workers are generally exempt from overtime.

Workers Need Meal and Rest Breaks

Meal period
Most workers are entitled to a 30-minute unpaid meal period if working more than five hours in a day. If you must remain on duty during your meal period, you must be paid for the 30 minutes. Agricultural workers are entitled to a second 30-minute unpaid meal period if they work more than 11 hours in a day.

Breaks

- Most workers are entitled to a 10-minute paid rest break for each four hours worked and must not work more than three hours without a break.
- Agricultural workers must have a 10-minute paid rest break within each four-hour period of work.
- If you are under 18, see "Teen Corner" below.

Pay Requirements

Regular Payday
Workers must be paid at least once a month on a regularly scheduled payday. Your employer must give you a pay statement showing the number of hours worked, rate of pay, number of piece work units (if piece-work), gross pay, the pay period and all deductions taken.

For more information regarding authorized deductions, go to www.Lni.wa.gov/WorkplaceRights and click on "Pay Requirements."

Equal Pay Opportunity Act
Under this law, your employer is prohibited from providing unequal pay or career advancement opportunities based on gender. You also have the right to disclose, compare, or discuss your wages or the wages of other employees. Your employer cannot take any adverse action against you for discussing wages, filing a complaint, or exercising other protected rights under the Equal Pay Opportunity Act. For more information or to file a complaint, see www.Lni.wa.gov/EqualPay.

Teen Corner – Information for Workers Ages 14-17

- The minimum age for work is generally 14, with different rules for ages 14-15 and for ages 16-17.
- Employers must have a minor work permit to employ teens. This requirement applies to family members except as family farms. Teens do not need a work permit.
- Teens are required to have authorization forms signed before they begin working. For summer employment, parents must sign the Parent Authorization for Summer Work form. If you work during the school year, a parent and a school official must sign the Parent/School Authorization form.
- Many jobs are not allowed for anyone under 18 because they are not safe.
- Work hours are limited for teens, with more restrictions on work hours during school workweeks.

Meal and rest breaks for teens

- In agricultural work, teens of any age get a meal period of 30 minutes if working more than five hours, and a 10-minute paid break for each four hours worked.
- In all other industries, teens who are 16 or 17 must have a 30-minute meal period if working more than five hours, and a 10-minute paid break for each four hours worked. They must have the rest break at least every three hours.
- Teens who are 14 or 15 must have a 30-minute meal period no later than the end of the fourth hour, and a 10-minute paid break for every two hours worked.

To find out more about teens in the workplace:

- Go to www.Lni.wa.gov/TeenWorkers.
- Call toll-free: 1-888-219-7221.
- Email a question to TeenSafety@Lni.wa.gov.

PUBLICATION 1759-014-000 (04-2010)

Leave Laws

Paid sick leave (effective January 1, 2018)
Most workers earn a minimum of one hour of paid sick leave for every 40 hours worked. This leave may be used beginning on the 40th calendar day of employment. Employers must provide employees with a statement that includes their accrued, used and available hours of this leave at least once per month. This information may be provided on your regular pay statement or as a separate notification. Workers must be allowed to carry over a minimum of 40 hours of any unused paid sick leave to the following year. For details on substantial use, accrual details, and eligibility, see www.Lni.wa.gov/sickleave.

Washington Family Care Act: Use of paid leave to care for sick family
Employees are entitled to use their choice of any employer-provided paid leave (sick, vacation, certain short-term disability plans, or other paid time off) to care for:

- A child with a health condition requiring treatment or supervision;
- A spouse, parent, parent-in-law, or grandparent with a serious health condition or an emergency health condition; and
- Children 18 years and older with disabilities that make them incapable of self-care.

Washington Family Leave Act
This act provides additional leave for pregnancy and childbirth. It covers employees with 30 or more employees. Employees must have worked for an employer at least 1,250 hours in the previous 12 months to be eligible. For more information regarding qualifications and benefits, see www.Lni.wa.gov/WorkplaceRights/FamilyLeaveBenefits.

Pregnancy disability leave is covered under the Washington State Law Against Discrimination (SLD) and enforced by the Washington State Human Rights Commission: www.humanrights.wa.gov or 1-800-235-1202.

Eligible employees can enforce their right to protected family and medical leave under the Family and Medical Leave Act (FMLA) by contacting the U.S. Department of Labor at: www.dol.gov/fmla or 1-866-487-2424.

Leave for victims of domestic violence, sexual assault or stalking
Victims and their family members are allowed to take reasonable leave from work for legal or law enforcement assistance, medical treatment, counseling, relocation, meetings with their crime victim advocate, or to protect their safety. Employers are also required to provide reasonable safety accommodations to victims. For more information, see www.Lni.wa.gov/DomesticViolenceLeave.

Leave for military spouses during deployment
Spouses or registered domestic partners of military personnel who receive notice to deploy or who are on leave from deployment during times of military conflict may take a total of 15 days unpaid leave per deployment.

Your employer may not fire or retaliate against you for exercising your rights under, or filing a complaint alleging violations of, the Minimum Wage Act which includes paid sick leave or any of the protected leave laws.

Paid Family and Medical Leave
Administered by Washington's Employment Security Department
Starting in 2020, Washington will offer paid family and medical leave benefits to workers. This insurance program will be funded by premiums paid by both employees and many employers. Workers will be allowed to take up to 12 weeks, as needed, when they welcome a new child into their family, are struck by a serious illness or injury, need to take care of an ill or aging relative, and for certain military-connected events. As directed by the Legislature, premium assessment started on January 1, 2019 and benefits can be taken starting January 1, 2020. For more information, see paidleave.wa.gov.

Contact L&I

Need more information?
Questions about filing a worker rights complaint?

Online: www.Lni.wa.gov/WorkplaceRights
Call: 1-888-219-7221, toll-free
Visit: www.Lni.wa.gov/WorkplaceRights
Email: ESGeneral@Lni.wa.gov

About required workplace posters
Go to www.Lni.wa.gov/RequiredPosters to learn more about workplace posters from L&I and other government agencies.

Human trafficking is against the law
For victim assistance, call the National Human Trafficking Resource Center at 1-888-373-7888, or the Washington State Office of Crime Victims Advocacy at 1-800-422-0851.

Open report, foreign language report and forms for persons with disabilities are available. Call 1-888-647-4367, TDD users, call 360-962-1287. L&I is an equal opportunity employer.

Paid Sick Leave



- **As of Jan. 1, 2018, employers in Washington state are required to provide paid sick leave to their employees**
 - ❖ At a minimum, employers must provide one hour of paid sick leave for every 40 hours worked by an employee, regardless of full-time, part-time, temporary, or seasonal status
 - ❖ Authorized uses of paid sick leave include:
 - Illness or injury
 - Physical or mental health conditions
 - Doctor or dentist visits
 - Preventive care
 - Workplace, child's school, or daycare closures ordered by a public official for any health-related reason
 - Leave that qualifies under Washington's Domestic Violence Leave Act



Paying Paid Sick Leave

- **As of Jan. 1, 2018, employers in Washington state are required to provide paid sick leave to their employees**
 - ❖ When paying sick leave, employers must:
 - Pay employees their normal hourly rate for paid sick leave hours used
 - Allow employees to use their paid sick leave to care for themselves or their family members no more than 90 days after they start working
 - ❑ After 90 days, employees must be allowed to use accrued paid sick leave
 - Pay employees their paid sick leave in the same pay period that it was used, unless verification is required for absences exceeding three days
 - ❑ Employers must have written policy if they require verification
 - Notify employees of their paid sick leave rights by their first day of employment



Paid Sick Leave Worker Rights

- **Employees have certain paid sick leave rights:**
 - ❖ Employers cannot require employees to cover their shift before taking paid sick leave or work a substitute shift
 - If both the employee and employer agree, an employee can work a different shift or trade shifts with another employee instead of using paid sick leave
 - ❖ Employees' unused paid sick leave balances of 40 hours or less must carry over from year to year
 - Employers can offer a more generous carryover policy
 - Employees' unused paid sick leave balances must be reinstated if an employee is terminated or leaves their job for any reason and returns to the same employer within 12 months unless they are paid in full to the employee when employment ends
 - ❖ Employees who file a paid sick leave complaint cannot be retaliated against for filing a complaint



Family Care Act

- **The Washington Family Care Act (FCA) allows employees to take any paid leave offered by their employer to care for a qualifying family member**
 - ❖ Family Care Act leave may be used to:
 - Provide treatment or supervision for a child with a health condition
 - Care for a qualifying family member with a serious or emergency health condition
 - ❖ Leave under the FCA is not available for an employee's personal medical condition
 - It can only be used for a qualifying family member
 - ❖ When requesting FCA leave, all employer policies must be followed
 - However, employers cannot prescribe the type of leave an employee chooses under this Act
 - ❖ The FCA allows employees to choose any type of leave they have earned, including paid sick leave



Military Spousal Leave

- **An employee whose spouse has received an impending call to active duty during a period of military conflict may take up to 15 days of job-protected leave from work**
 - ❖ Their spouse must be a member of the armed forces or National Guard, to be eligible, including reservists who have been called to active duty
 - ❖ To qualify:
 - Employees must work an average of 20 or more hours per week
 - Leave must be taken prior to or during deployment
 - Employees can use any combination of accrued paid time off, or unpaid leave
 - Employees must notify their employer within five business days of receiving notice of deployment
 - ❖ For more information, see L&I's [military spousal leave](#) website



Pregnancy & Parental Leave



- **There are several state and federal laws dealing with pregnancy, adoption, & parental leave**
 - ❖ These laws allow certain employees to take job-protected leave to care for and bond with a new child, or to respond to pregnancy-related conditions before and after the delivery of a child
 - ❖ There are five laws that determine how much pregnancy & parental leave is available to employees in Washington
 - ❖ Depending on the applicable law, you may have paid or unpaid leave options, or a combination of both. In general, most new mothers are not entitled to unemployment benefits because they must be able and available to work



Minimum Wage

- **Washington employers must pay most employees at least the minimum wage for all hours worked**
 - ❖ The 2021 Minimum Wage in the state of Washington is \$13.69 per hour
 - Some local jurisdictions have higher minimum wage rates & different labor rules than Washington state. In 2021 they are:
 - ❑ Seattle: \$16.69/hr.
 - ❑ SeaTac: \$16.57/hr.
 - ❖ Hours worked includes opening and closing a business, required trainings, & meetings
 - ❖ An employee may file a wage complaint claim with L&I if they have not been paid properly
 - ❖ It is against the law to fire or otherwise retaliate against an employee who exercises a protected right, files or intends to file a complaint, or who discusses potential violations of their rights



Rest Breaks



- **Employees must be allowed a paid rest period, free from duties, of at least 10 minutes for every 4 hours worked. Additionally:**
 - ❖ Employees cannot be required to work more than 3 hours without a rest break
 - Breaks must be scheduled as close to the midpoint of a work period as possible
 - ❖ Employers can require workers to stay on the job site during a rest break
 - ❖ Rest breaks taken are considered “hours worked” when calculating paid sick leave & overtime
 - ❖ In some jobs, including many healthcare settings such as adult family homes, “mini” rest breaks can be taken instead of a scheduled rest break
 - ❑ These “mini” rest breaks must total at least 10 minutes over a 4-hour period



Restroom Breaks

- **Employees must be provided “reasonable access” to bathrooms and toilet facilities**
 - ❖ Employers cannot restrict use of bathroom or toilet facilities to rigid time schedules (e.g., only during scheduled breaks), or impose unreasonable time use restrictions



Meal Periods 1

- **Employees must be allowed a meal period when they work more than five hours in a shift**

- ❖ A meal period must be at least 30 minutes long & start between the 2nd and 5th hour of the shift
- ❖ Employees must be paid for meal breaks if:
 - They are required to remain on duty
 - The employer requires them to remain on-call on the premises or work site in the interest of the employer, even if they are not called back to duty
 - They are called back to work, interrupting the meal period
- ❖ Employees who are required to work or remain on duty during a meal break are still entitled to 30 total minutes of mealtime, excluding interruptions
 - The entire meal period must be paid regardless of the number of interruptions. Work performed during meal breaks is considered “hours worked” when calculating paid sick leave and overtime



- [illegible]

Rest & Meal Break Variances



- **Employees can waive their meal break requirement if both they and their employer agree but cannot waive rest break requirements**
 - ❖ Employers may file a [Variance Application](#) with L&I to request modification of rest & meal break requirements



Schedules

- **For most employees, there are no state requirements regulating how and when they are scheduled by their employer**
 - ❖ An employer has the right to change an employee's schedule at any time, with or without notice
 - ❖ Employers are not required to give weekends or holidays off and can schedule mandatory overtime



Overtime



- **Most employees who work more than 40 hours in a 7-day workweek must be paid overtime**
 - ❖ Overtime pay must be at least 1.5 times the employee's regular hourly rate
 - Other overtime rates, like double-time pay are not required under Washington state law
 - ❖ Employers must pay overtime to eligible workers regardless of the employer's size
 - ❖ Employers may mandate overtime work
 - ❖ Employees cannot waive their right to overtime pay



Worker Rights Complaints

- The state's Wage Payment Act provides basic rights for employees. It also provides a way to file a worker rights complaint if you believe your rights have been violated

❖ You can file a worker rights complaint with L&I in the following areas:

➤ Wage Issues

- ☐ Minimum wage
- ☐ Overtime
- ☐ Agreed wages
- ☐ Paid sick leave
- ☐ Final paychecks & non-sufficient fund (NSF) checks
- ☐ Unauthorized deductions

➤ Non-Wage Issues

- ☐ Retaliation & termination
- ☐ Rest break & meal period violations
- ☐ Child labor
- ☐ Uniforms & dress codes



Filing a Worker Rights Complaint

- **The state's Wage Payment Act provides basic rights for employees. It also provides a way to file a worker rights complaint if you believe your rights have been violated**
 - ❖ There are three ways you can file a complaint:
 - File a [Worker Rights Complaint](#) online,
 - Download and mail a completed [Worker Rights Complaint form](#)
 - Visit your nearest [L&I office](#)
 - ❖ It is against the law for a business to fire or retaliate against an employee who exercises a protected right, files a complaint, or discusses potential violations of their rights
 - ❖ You can file a complaint even if you no longer work for the employer you are filing a complaint against



Washington State Labor Laws

Quiz Question 1



- **True or False:**
The Paid Family and Medical Leave program is funded by premiums paid by both employees & employers
 - A. True
 - B. False

Washington State Labor Laws

Quiz Question 2



- At a minimum, employers must provide one hour of paid sick leave for every **?** hours worked by an employee, regardless of full-time, part-time, temporary, or seasonal status
 - A. 20 hours
 - B. 40 hours
 - C. 60 hours
 - D. 80 hours
 - E. 100 hours

Washington State Labor Laws

Quiz Question 3



- **You can file a worker rights complaint with L&I under the Wage Payment Act for all of the following areas except:**
 - A. Minimum wage violations
 - B. Failure to pay overtime
 - C. Unfair scheduling issues
 - D. Refusal to offer paid sick leave
 - E. Rest break & meal period violations

Request A Consultation



- To request a free & confidential safety consultation, contact Washington state's Department of Labor & Industries' DOSH Consultation Program by:
 - ❖ Calling 360-902-5554
 - ❖ Going to L&I's Request Consultation webpage: <https://www.lni.wa.gov/safety-health/preventing-injuries-illnesses/request-consultation/>
 - ❖ Help for Small Business webpage: <https://lni.wa.gov/agency/small-business/>
- If you disagree with the results of a consultation, ask to speak to the consultant's supervisor to request a review

Consultation Services (No-fee assistance)

*Helping you find and fix safety
and health hazards*



Overwhelmed or confused by safety
and health regulations? Concerned
about workers' compensation costs?
Our professional consultants can
help you find solutions.

 Washington State Department of
Labor & Industries
Division of Occupational Safety and Health

Questions?



For questions or additional information about these educational materials, contact the Washington state Adult Family Home Council at 1-888-439-8999 or at their [website](#).

Quiz Answers

Workers' Compensation



- **Quiz question 1:**
True or False:
Workers' compensation is no-fault insurance, meaning that in many cases a worker can sue the business where a work-related injury or illness happened
 - ❖ B is the correct answer (False)
- **Quiz question 2:**
Injured workers can expect their doctor or other medical provider to:
 - ❖ E is the correct answer (All of the above)
- **Quiz question 3:**
True or False:
The Stay at Work Program reimburses employers for some of their costs when they provide temporary, light-duty jobs for injured workers while they heal
 - ❖ A is the correct answer (True)

Quiz Answers

Unemployment Insurance



- **Quiz question 1:**
True or False:
Washington adult family homes are required to provide unemployment insurance for all of their workers through the Department of Employment Security (ESD)
 - ❖ A is the correct answer (True)
- **Quiz question 2:**
Unemployment Insurance benefits generally last for a maximum of:
 - ❖ D is the correct answer (26 weeks [six months])

Quiz Answers

Washington Labor Laws



- **Quiz question 1:**
True or False:
The Paid Family and Medical Leave program is funded by premiums paid by both employees & employers
 - ❖ A is the correct answer (True)
- **Quiz question 2:**
At a minimum, employers must provide one hour of paid sick leave for every ? hours worked by an employee, regardless of full-time, part-time, temporary, or seasonal status
 - ❖ B is the correct answer (40 hours)
- **Quiz question 3:**
You can file a worker rights complaint with L&I under the Wage Payment Act for all of the following areas except:
 - ❖ C is the correct answer (Unfair scheduling issues)