

## **Washington D.C. Paid Sick Leave Act of 2008 Frequently Asked Questions for Employees**

### **1. What is the Washington D.C. Paid Sick Leave Act?**

Washington D.C. passed the Accrued Sick Leave Act in 2008 and it went into effect on November 13<sup>th</sup>, 2008. It allows employees that might not otherwise receive employer sponsored time off the ability to accrue 1 hour of paid leave for every 37 hours worked, up to seven days of leave per year.

### **2. What does this mean for Gap Inc.?**

The act means that Gap Inc. will provide paid sick leave for part-time employees who work in the District of Columbia.

### **3. When does the Act go into effect?**

The Washington D.C. Accrued Sick and Safe Leave Act went into effect November 13, 2008

### **4. What does this mean for me as a Washington D.C. part-time employee?**

Beginning on November 13, 2008 part-time employees who spend more than 50% of their time working in the District of Columbia can begin to accrue sick time.

To be eligible to accrue leave, you must have worked for Gap Inc. for 12 months without a break in service and worked at least 1,000 hours during those months. You can begin to access the leave once you have been accruing leave time for 90 days.

For every 37 hours worked (including overtime hours) an employee earns 1 hour of paid sick leave. Accrued sick leave may be taken in full day increments for salaried/exempt employees and ½ hour increments for hourly/non-exempt employees. Employees cannot use more than seven accrued sick days per year.

### **5. What does this mean for me as a Washington D.C. full-time, benefits eligible employee?**

As a full time employee you are eligible for Gap Inc.'s PTO program which meets the act's requirements. Therefore the act does not apply to you.

### **6. I live in Washington D.C., but work in another state, what does this mean for me?**

You must spend more than 50% of your time working in the District of Columbia otherwise you are not eligible to accrue the sick leave.

### **7. Will I get paid out on my accrued sick leave if I leave the company?**

No. If you resign your employment or are terminated you will not be reimbursed for accrued, unused sick time.

**8. How long does a new part-time Washington D.C. employee have to work for Gap Inc. until he/she is eligible to start accruing paid sick leave?**

To be eligible to accrue sick leave time you need to have worked at Gap Inc. for a 12 month period without a break in service and at least 1,000 hours during those 12 months. You can begin accessing the leave once you have been accruing the leave time for 90 days.

**9. Do overtime hours count toward the accrual?**

Yes overtime hours count in the calculation of the 1 hour of sick time for every 37 hours worked.

**10. What situations qualify for “sick leave” and for whom can I take sick leave?**

You can use this leave for any of the following:

- You miss work because of physical or mental illness, injury, or a medical condition, or because you are obtaining professional medical care;
- You miss work because you are caring for your child, parent, spouse, domestic partner, or any other family member’s physical or mental illness, injury, or medical condition.
- You miss work because you or a family member is a victim of stalking, domestic violence, or sexual abuse and the absence is directly related to services that address the stalking, domestic violence, or sexual abuse. Such services include seeking medical attention, visiting a victim services organization, obtaining counseling, temporarily or permanently relocating, or taking legal action or;
- You miss work because you are taking actions to help your physical, psychological, or economic health or safety or that of your family’s, or to enhance your coworkers safety.

**11. Do I have to use my accrued sick leave if I call out sick?**

Yes. If you report that you are absent due to sickness or one of the scenarios listed above your accrued sick leave will be used. You cannot choose to take the time unpaid.

**12. Where do I find out how much paid sick leave I’ve accrued and when I have met my eligibility criteria?**

Accrued sick leave hours can be viewed in Personnel Management

**13. How do I report/call out my sick leave?**

The employee notifies the supervisor that he/she will be/were absent from work due to one of the reasons outlined above. The supervisor will enter the information into Personnel Management.

**14. How much notice should I give before taking sick leave?**

You must request a leave in writing from your supervisor at least 10 days in advance. You should state the reason for your leave and the number of days that you expect to be absent. If you cannot provide 10 days advance notice, you should notify your supervisor as early as possible. Please make a reasonable effort to schedule paid leave in a way that does not disrupt the operations of Gap Inc..

**15. Whom can I contact if I have additional questions?**

Please contact your Supervisor or Human Resources.