



Home Care Services Earned Paid Sick Time

UNDERSTANDING HOW THE NEW EMPLOYEE
EARNED PAID SICK TIME LAW WILL AFFECT YOU

Arizona Statewide Initiative

On November 8, 2016, voters in Arizona passed a ballot initiative for a statewide sick leave law and annual increases for minimum wage. The new Arizona law, the Fair Wages and Healthy Families Act, takes effect on July 1, 2017.



Minimum Wage Schedule

Minimum wage is scheduled to increase over the next 4 years at a predetermined rate. Thereafter, minimum wage will increase based on the Cost of Living each year.



Date of Increase	New Minimum Wage
January 1, 2017	\$10.00 (\$7.00 for tipped employees)
January 1, 2018	\$10.50 (\$7.50 for tipped employees)
January 1, 2019	\$11.00 (\$8.00 for tipped employees)
January 1, 2020	\$12.00 (\$9.00 for tipped employees)
Every year going Forward	Based on the Cost of Living



Why do I care? How does this affect me?

All Personal Care Attendants employed by Ability360 Home Care Services will now be eligible for earned paid sick time

When can I start using my paid sick time?

When do I start accruing paid sick time?

All Personal Care Attendants will be accruing paid sick time on July 1, 2017.



When can I start using my earned paid sick time?

It depends on your hire date.

If you were hired on/before June 30, 2017, you can use your sick time as soon as you accrue it.

If you were hired July 1, 2017 or later you will start accruing your paid sick time from your date of hire, but you will have to wait until you have been employed for 90 days before you can use it.

How much earned paid sick time do I get each year?

It depends on how many hours you work – you will receive 1 hour of sick time for every 30 hours you work.

The max number of hours you can accrue or use during the year is 40:

- Once you have reached the 40 hour limit, you will not accrue any more sick time until your new accrual year starts
- Once you have used 40 hours in a year, you will not be able to use any additional hours until the next year.

Not everyone's accrual year is the same:


- Your accrual year is determined by your hire date
- **For example:** if your hire date was June 25, 2015 your accrual year will go from June 25th every year until June 24th the following year.



How will I know how much time I have available?

The amount of earned paid sick time you have available, the amount of sick time you have used to date, and total dollar amount of sick time paid to you will be available for you to view on your paystub, or attached to it.



	John Smith 555 Your St. Your Town 54321	DATE _____
PAY TO	_____	<input type="text"/>
MEMO	_____	_____
1234 5678 9876 543210		



Do I have to use all my earned paid sick time by the end of my accrual year?

No you do not, up to 40 hours of the unused earned paid sick time can be carried over to the next year.

However, you are still limited to using no more than 40 hours of earned paid sick time in any given year, even if you have more than 40 hours accrued.

Can I only use earned paid sick time if I am sick?

No, you can use it for:

- Illness
- Medical Appointments
- Issues arising from:
 - A physical or mental illness
 - A public health emergency
 - Domestic violence
 - Sexual violence
 - Stalking
 - Or to care for a family member, or someone whom you consider to be family

Do I need to provide a note?

You only need to provide a note if you are off for 3 consecutive days or more

If you are out due to illness/injury, we will need a release from your doctor in order for you to return to work



What happens when I no longer work for Ability360 HCS?

Do I get paid for my unused earned sick time?

No, you do not get paid for any unused sick time if you leave the company.



Do I get my sick time back if I come back to the company?

If you quit and come back to work for Ability360 HCS within 9 months, your earned sick time will be reinstated to the level you were at when you left.

How do I request time off?

You will need to submit a Earned Paid Sick Time Request to Ability360 HCS with your Time Sheet by mail, fax, or by bringing it in person to your local office.

When use of Sick Time is foreseeable, you must request it in advance.

When sick time is not foreseeable, the employee must give at least 3 hours advance notice before your scheduled shift.

What else do I need to do?

Each Personal Care Attendant must sign a form acknowledging the new Employee Paid Sick Time policy.

These forms must be signed and returned to Ability360 by July 31, 2017.



Still have questions?

If you have any questions, or are still confused about the new Employee Earned Paid Sick Time Policy, please contact the Human Resources Coordinator for HCS, Melody Forbes, at (602) 296-0553

