

## FREQUENTLY ASKED QUESTIONS ABOUT EARNED PAID SICK TIME

**1. *When can I start using my paid sick time?***

It depends on your hire date. If you were hired on or before June 30, 2017 you can use your accrued paid sick time immediately. If you were hired July 1, 2017 or later you will start accruing your paid sick time from your date of hire, but you have to wait until you have been employed for 90 days before using it.

**2. *How much paid sick time do I get per year?***

It depends on how many hours you work. You will receive one hour of paid sick time for every 30 hours you work. The accrual year is based on the calendar year and you can accrue up to 40 hours during the calendar year. Once you have hit the 40 hour limit; you will not accrue anymore paid sick time until January 1st of the next year.

**3. *How will I know how much time I have available?***

That amount of paid sick time you have used to date, the amount of sick time paid to date, and the amount available will be printed on your pay stub.

**4. *How do I request time off?***

You will need to submit a Paid Sick Time Request with your timesheet to payroll. Time can be requested in increments of 15 minutes. 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.

**5. *Do I need to provide a note if I use paid sick time?***

You only need to provide a note if you are off for three consecutive days or more. If you are out due to illness or injury, we will need a release from your doctor in order for you to return to work.

**6. *Do I have to use on my paid sick time by the end of my accrual year?***

Up to 40 hours of unused sick time can be carried over to the next year; however you are still limited to using no more than 40 hours of paid sick time in a year.

**7. *Do I get paid for my unused paid sick time if I leave the company?***

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

**8. *Do I get my paid sick time back if I come back to the company?***

If you leave the company and come back within nine (9) months, your paid sick time will be reinstated to the level you were at when you left and it will be available to you immediately.

**9. *Can I only use paid sick time if I am sick?***

You can use it for medical appointments, issues arising from a physical or mental illness, a public health emergency, domestic violence, sexual violence, or stalking. You can even use it to care for a family member, or someone whom you consider to be family.

**10. *Who do I contact if I have questions?***

If you have questions, please feel free to contact the Human Resources Coordinator, Melody Forbes, at (602) 296-0553.