

# Earned Paid Sick Leave Policy

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In compliance with the Fair Wages and Healthy Families Act (the “Act”), Care Givers of Arizona, Inc. provides up to five days or 40 hours of paid sick leave to all employees.

## **Eligible Employees**

Employees will begin accruing earned paid sick time at the commencement of employment or July 1, 2017, whichever is later.

Employees will accrue earned paid sick leave immediately upon hire. Employees employed as of July 1, 2017 can start using earned paid sick time immediately. However, employees hired after July 1, 2017 are not eligible to take earned paid sick time until they have worked for Care Givers of Arizona, Inc. for 90 days from their date of hire.

## **Sick Pay Amount**

Eligible employees will receive sick leave as follows:

### *Accrual Rate*

Eligible employees will accrue sick leave at the rate of one hour for every 30 hours worked, but employees are not entitled to accrue or use more than 40 hours of earned paid sick time per calendar year.

Exempt employees are presumed to work 40 hours per workweek for purposes of sick time accrual. If their normal workweek is less than 40 hours, accrual will be based on their normal workweek.

### Cap on Accrual

Employees may earn a maximum of five days or 40 hours earned paid sick time per calendar year. After an employee has reached this maximum amount, no additional paid sick time will be earned.

## **Carryover**

Carryover allowed

Employees will be allowed to carryover up to 40 hours of unused sick leave from one year to the next, but cannot surpass 40 hours.

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## Qualifying Reasons for Paid Sick Leave

Paid sick time can be used for the following reasons:

- Medical care or mental or physical illness, injury, or health condition;
- A public health emergency; and
- Absence due to domestic violence, sexual violence, abuse, or stalking.

These qualifying reasons apply to the employee, the employee's family, or other qualifying relationship.

If an employee uses earned paid sick time on three or more consecutive work days, a doctor's note or other documentation may be required in order to return to work and use paid sick time.

## Use of Paid Sick Leave

If the need for paid sick leave is foreseeable, employees shall provide 1-week written notification with, Time Off Request form located on our website, to Katelynn Natale. If the need for paid sick leave is not foreseeable, employees shall provide notice to the Katelynn Natale as soon as practicable by calling the office phone number. Even if calling the office, the employee will still be responsible for filling out the Time Off Request Form and submitting it [denisefhr@caregiversofarizona.com](mailto:denisefhr@caregiversofarizona.com) or [kateyn@caregiversofarizona.com](mailto:kateyn@caregiversofarizona.com).

An employee's use of earned paid sick leave may run concurrently with other leaves under local, state or federal law. Sick time will only be covered for scheduled shifts that are part of the employee's regular schedules.

## Accrual or Usage Year

For the purposes of calculating Earned Paid Sick Time the year will start on January 1<sup>st</sup> and end on December 31<sup>st</sup>.

## Incremental Use

Earned paid sick time can be used in quarter of the hour increments.

## Termination of Employment

Employees will not be paid for unused sick time when their employment terminates.

Employees cannot be discriminated or retaliated against for requesting or using accrued paid sick time. If you have any questions about paid sick leave, please contact Katelynn Natale.

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If rehire occurs within nine months of separation from Care Givers of Arizona, Inc., any previously-accrued earned paid sick time that was not used will be reinstated and the employee is entitled to use and accrue earned paid sick time immediately at the re-commencement of employment.