



FREQUENTLY ASKED QUESTIONS ABOUT EMPLOYEE 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 1 hour of paid sick time for every 30 hours you work. Your accrual year is determined by your hire date, and you can accrue up to 40 hours during your accrual year. Once you have hit the 40 hour limit, you will not accrue any more paid sick time until your new accrual year starts.
3. ***How will I know how much time I have available?*** The amount of paid sick time you have used, the amount you have available, and how much you have been paid for sick time will be printed on your pay stub.
4. ***How do I request time off?*** If you know in advance that you will need to use paid sick time, you will need to submit a Paid Sick Time Request to your supervisor or the Supervisor on Duty (SOD). You must notify your supervisor at least 2 hours prior to the start of your scheduled shift if circumstances permit. If you cannot give 2 hours' notice, please notify your supervisor or the Supervisor on Duty as soon as you know you will need to use it.
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 3 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 all my paid sick time by the end of my accrual year?*** Up to 40 hours of unused paid 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 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 Department at (602) 795-7620.

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