

# Arizona Care Providers: Paid Sick Leave Policy

---

In compliance with the Fair Wages and Healthy Families Act (the “Act”), Arizona Care Providers will allow all employees the opportunity to earn up to five days or 40 hours of paid sick leave per year.

## **Eligible Employees**

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

Current employees will accrue earned paid sick leave immediately; effective July 1, 2017.

New employees hired after July 1, 2017 are not eligible to take earned paid sick time until they have worked with Arizona Care Providers for 90 days from their date of hire.

## **Sick Pay Amount**

Eligible employees will receive paid 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 year.

### *Cap on Accrual*

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

## **Carryover**

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 within that year. Unused paid sick leave cannot be cashed out at the end of the calendar year.

## **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
- Absence due to domestic violence, sexual violence, abuse or stalking

# Arizona Care Providers: Paid Sick Leave Policy

---

These qualifying reasons apply to the employee, the employee's immediate 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 is required in order to return to work.

## **Use of Paid Sick Leave**

If the need for paid sick leave is foreseeable, employees shall provide advance written notice of one-week to their specific HCBS Coordinator. If the need for paid sick leave is not foreseeable, employees shall still provide written notice to their specific HCBS Coordinator a minimum of two hours before their scheduled shift.

An employee's use of earned paid sick leave may run concurrently with other leaves under local, state or federal law.

## **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>; With the exception of 2017 where the year will be prorated.

## **Incremental Use**

Earned paid sick time can be used in hourly or daily increments only.

## **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 the Payroll Department.

If rehire occurs within nine months of separation from Arizona Care Providers, 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.