

# Arizona Paid Sick Time Policy

In compliance with Arizona Prop 206

Employees shall accrue 1 hour of paid sick time for every 30 hours worked. Leave accrual is capped at 40 hours per year, based on employer size of 15+ employees.

Leave begins accruing on the latter of employee's hire date or effective date of new law, July 1, 2017.

Employees can use leave as accrued, except for employees hired after July 1, 2017, who are subject to a 90-day probationary period. (Leave is accrued during this time- it just may not be used). Leave may be used in 1 hour increments. Employees are entitled to compensation for their sick time at their current standard hourly wage.

Sick leave can be used for preventative care or for treatment of a new or existing health condition, for the employee or the employee's family member. A family member is defined as children of any age (including adopted, step, foster etc), spouse or registered domestic partner, or parents, grandparents, grandchildren, and siblings of employee or employee's registered domestic partner.

Sick leave may also be taken for various legal reasons such as purposes related to an employee's or employee's family member's domestic violence, sexual assault, or stalking case or treatment. It may also be taken if an employee's place of business, or an employee's child's school or daycare is closed by order of a public official for any health-related reason.

There is No Cash Out Option for unused sick time, however all accrued unused time will be rolled over to the next year. Employees that carry over unused sick time to the next calendar year, are still subject to usage capped at 40 hours, based on employer size.

A terminated employee does not get paid out for Unused Sick Time. But, if the employee is rehired within 9 months of separation, all unused accrued time is reinstated.

All requests for leave must be completed on the Paid Sick Time Request Form. No verbal requests will be accepted. The form may be emailed to [azsicktime@solutionsstaffing.com](mailto:azsicktime@solutionsstaffing.com). No exceptions. All requests should be submitted in advance if the need for sick time is foreseeable, employees "shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the operations of the employer", otherwise the request must be submitted immediately upon return to work. If a request is presented in an untimely manner, employer may deny request for the PST.

Documentation must be provided if Paid Sick Time leave is for 3 or more days, to support that the time off was used for a proper PST purpose. For medical reasons, documentation may be a note from a physician or hospital. If the leave was for a legal reason, documentation proving a legal reason existed, such as a note from your physician, attorney or legal aid, or your victim's advocate/case worker or a police report, protective order, etc. Documentation does not diminish employee's confidentiality rights nor do they need to explain the nature of any health conditions or details of violence or abuse.

All FMLA leave requests, if for medical reason will require employee to use all accrued PST.

A request for Paid Sick Time is not an approved method for calling off. Employee must still contact branch or work site per Solutions policies.