

SAMPLE AZ EARNED SICK LEAVE POLICIES

Earned Paid Sick Time (Front load / lump sum / granting method)

In accordance with Arizona law, effective as of July 1, 2017, the Practice grants all employees (forty (40) hours / twenty-four (24) hours) of earned paid sick time (“PST”) per calendar/anniversary year. For employees hired after July 1, 2017, PST will be provided and available for use upon completion of 90 calendar days of employment. PST is paid at the employee’s regular rate of pay and may be used in minimum increments of _____ (1 hour, or smaller if smaller increments are used to track other time off).

End of year options – pick 1:

- If you have unused time at the end of the year, such amounts will be forfeited.
- Unused PST will be cashed out at the end of the year.
- A maximum of 24/40 hours of unused PST will be rolled over into the following year. However, employees are limited to using no more than 24/40 hours per year.

Covered Usage: PST may be used for time off for yourself or for your care of a family member for preventative medical care; having a mental or physical illness, injury, or health condition; or for obtaining diagnosis, care, or treatment for the same. If you or your family member is the victim of domestic violence, sexual violence, abuse, or stalking, PST may be used to obtain medical attention, services, counseling, relocation, legal services, or to participate in a civil or criminal proceeding.

PST may be used when the Practice or your child’s school or child care provider is closed due to a public health emergency, or to care for yourself or for a family member if it is determined by health authorities or a health care provider that presence in the community may jeopardize the health of others due to exposure to a communicable disease.

Family members include your spouse or registered domestic partner, children (regardless of age), parents, grandparents, grandchildren, and siblings. Family members include those family relations resulting from adoption, foster care, step-relationships, legal guardianships, domestic partnerships, through marriage, and *loco parentis* status. Family members also include any other individual related by blood or affinity whose close association with you is the equivalent of a family relationship. **Alternative wording: Family member is defined broadly to include any member of your immediate family, or any other individual related by blood or affinity whose close association with you is the equivalent of a family relationship.**

Disclaimer: These are sample policies to assist business owners in complying with the Arizona Paid Sick Leave Law. Business owners should be aware that further customization of the policy for use in their office is necessary. Areas of common customization are indicated in red font, but additional changes may be needed or recommended based on the individual business. As these are sample policies, they are not meant to be legal advice or a substitute for working with a qualified human resources professional or employment law attorney. The above policy language is believed to be consistent with state law as of the date of the website. As the state is expected to issue regulations that will provide further guidance on implementing the earned sick leave law, and may update their other resources and/or amend the law, employers are encouraged to check the [Industrial Commission website](#) for updates prior to implementing any policy and should work directly with a knowledgeable advisor.

Please provide reasonable advance notice to your manager of your intent to use PST, and if your absence is unforeseeable, you must contact your manager as soon as possible, preferably **no later than one (1) hour before your scheduled start time. Please call and speak with the manager directly or leave a detailed voicemail.** When possible, your notification should include the expected duration of the absence.

If you are seeking to use three (3) or more consecutive workdays of PST, you may be required to provide documentation, such as a doctor's note, to verify the need for your absence and qualification for PST. You are not required to provide any details concerning the health condition or domestic violence incident for yourself or your family member. Any information you elect to provide will be kept confidential.

Unused PST will not be compensated at the time of separation. PST does not count towards the calculation of overtime. Employees who are rehired within nine (9) months of separation will have their prior bank of unused PST reinstated. Employee paystubs will list the available PST amounts, amount of PST taken that year, and the amount of pay the employee has received through PST that year. The Practice will maintain records of hours worked, wages paid, and PST paid for four (4) years. The Practice prohibits any discrimination or retaliation against an employee for lawful exercise of PST rights. Employees will not be disciplined for the lawful use of PST, but once PST has been exhausted, the normal rules for unexcused absences will apply.

Earned Paid Sick Time (Accrual method)

In accordance with Arizona law, effective as of July 1, 2017, all employees accrue earned paid sick time ("PST") at the rate of 1 hour for every 30 hours worked. Employees are able to accrue up to a maximum of **(forty (40) hours / twenty-four (24) hours)** of PST per **calendar/anniversary** year. Accrual begins on the date of hire. For employees hired after July 1, 2017, accrued time cannot be used until after 90 days of employment.

PST is paid at the employee's regular rate of pay and may be used in minimum increments of of **_____ (1 hour, or smaller if smaller increments are used to track other time off)**. A maximum of **24/40 hours** of unused PST will be rolled over into the following year. However, employees are limited to using no more than **24/40 hours** per year. Unused PST will not be compensated at the time of separation.

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