Model Paid Sick Leave Policy – for agencies with 11 or more employees

**POLICY:** All agency employees earn and can use paid sick leave according to agency policies and procedures.

**Guidelines:** Upon hire or effective July 1, 2015, whichever is later, all agency employees are eligible to earn paid sick leave at a rate of one hour of leave for every thirty (30) hours worked. Although accrued from the date of hire, sick leave may not be used until ninety (90) calendar days after the date of hire. Thereafter, it can be used as it accrues up to a maximum of forty (40) hours per calendar year. Employees may carry over up to 40 hours of unused earned sick leave to the next calendar year, but are not entitled to use more than 40 hours in one calendar year.

Accrued sick leave may be used to:

1. Care for the employee’s child, spouse, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
2. Care for the employee’s own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
3. Attend the employee’s routine medical appointment or a routine medical appointment for the employee’s child, spouse, parent, or parent of spouse; or
4. Address the psychological, physical or legal effects of domestic violence.

When an employee is unable to report for work as scheduled and wishes to utilize sick leave as provided under this policy, he/she should notify his/her supervisor as soon as possible, preferably at least one hour before the employee is scheduled to work. In addition, an employee should notify his/her supervisor on each day of absence, unless on a pre-approved extended leave of absence. Employees may be asked to submit a health care provider’s note documenting the need for leave or ability to return to work after an absence of twenty-four (24) consecutively scheduled work hours.

Employees must document all time away from work due to the use of sick leave in the agency’s time recording system.

Sick leave is paid at the employee’s regular hourly rate of pay. Sick leave may be used in increments of __ [employer should insert the smallest increment that the employer’s payroll system uses to account for absences or use of other time.] Employees shall not be paid for any unused accrued sick leave upon the separation of the employee from the agency.

At the discretion of the agency director, if an employee is absent from work for a reason that qualifies for sick leave, he/she may have the option of working the same number of hours in the same or next pay period to make up the time and not have to use earned sick leave for the missed time.
Model Unpaid Sick Leave Policy – for agencies with fewer than 11 total employees

POLICY: All agency employees earn and can use unpaid sick leave according to agency policies and procedures.

Guidelines: Upon hire or effective July 1, 2015, whichever is later, all agency employees are eligible to earn unpaid sick leave at a rate of one hour of sick leave for every thirty (30) hours worked. Although accrued from the date of hire, sick leave may not be used until ninety (90) calendar days after the date of hire. Thereafter, it can be used as it accrues up to a maximum of forty (40) hours per calendar year. Employees may carry over up to 40 hours of unused earned sick leave to the next calendar year, but are not entitled to use more than 40 hours in one calendar year.

Earned sick leave may be used to:

(1) care for the employee’s child, spouse, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
(2) care for the employee’s own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
(3) attend the employee’s routine medical appointment or a routine medical appointment for the employee’s child, spouse, parent, or parent of spouse; or
(4) address the psychological, physical or legal effects of domestic violence.

When an employee is unable to report for work as scheduled and wishes to utilize sick leave as provided under this policy, he/she should notify his/her supervisor as soon as possible, preferably at least one hour before the employee is scheduled to work. In addition, an employee should notify his/her supervisor on each day of absence, unless on a pre-approved extended leave of absence. Employees may be asked to submit a health care provider’s note documenting the need for leave or ability to return to work after an absence of twenty-four (24) consecutively scheduled work hours.

Employees must document all time away from work due to the use of sick leave in the agency’s time recording system. Sick leave may be used in increments of __ [employer to insert the smallest increment that the employer’s payroll system uses to account for absences or use of other time.]

At the discretion of the agency director, if an employee is absent from work for a reason that qualifies for sick leave, he/she may have the option of working the same number of hours in the same or next pay period to make up the time and not have to use earned sick leave for the missed time.