

## **Arizona Paid Sick Leave Sample Policies**

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### **ARIZONA SICK LEAVE, HOUR-BY-HOUR ACCRUAL, 15+ EE**

All employees will accrue one hour of paid sick leave for every 30 hours worked, up to a cap of 40 hours per year. Exempt employees will be presumed to work 40 hours per week, unless they are regularly scheduled to work fewer than 40 hours, in which case accrual will be based on their usual schedule. Employees begin accruing time immediately upon hire and are eligible to use accrued leave on their 90<sup>th</sup> day of employment.

Yearly usage is capped at 40 hours. Unused sick leave will roll over into a new year. The yearly 40-hour use cap applies regardless of how many total hours the employee has accrued.

When sick leave is used, it will be paid at the employee’s regular rate of pay. Sick leave may be used in the smallest increment currently used for other time tracking purposes.

Unused sick leave may not be cashed out and will not be paid out at the end of employment. Employees rehired within 180 days will be credited with their previously accrued but unused sick leave.

Employees may use sick leave for the following:

- An employee’s mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive health care;
- For the care of a family member with a mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive health care;
- To seek legal, medical, psychological, or relocation services if an employee or their family member is a victim of domestic violence, sexual assault, or stalking; or
- When the employee’s place of business is closed by a public health official; when the employee needs to care for a child whose school or place of care is closed by a public health official; or when the employee or their family member needs to stay home because health authorities have determined they should do so in the interest of public safety.

If the need for sick leave is foreseeable, employees must provide reasonable advance notice and should attempt to schedule their leave so that it has the least impact on business operations. If the need for sick leave is unforeseeable, the Company should be notified as soon as possible and in accordance with the attendance policy.

Employees who are absent for three or more consecutive workdays may be required to provide proof of the need for leave, such as signed documentation from a healthcare professional.

**ARIZONA SICK LEAVE, HOUR-BY-HOUR ACCRUAL, 1-14 EE**

All employees will accrue one hour of paid sick leave for every 30 hours worked, up to a cap of 24 hours per year. Exempt employees will be presumed to work 40 hours per week, unless they are regularly scheduled to work fewer than 40 hours, in which case accrual will be based on their usual schedule. Employees begin accruing time immediately upon hire and are eligible to use accrued leave on their 90<sup>th</sup> day of employment.

Yearly usage is capped at 24 hours. Unused sick leave will roll over into a new year. The yearly 24-hour use cap applies regardless of how many total hours the employee has accrued.

When sick leave is used, it will be paid at the employee's regular rate of pay. Sick leave may be used in the smallest increment currently used for other time tracking purposes.

Unused sick leave may not be cashed out and will not be paid out at the end of employment. Employees rehired within 180 days will be credited with their previously accrued but unused sick leave.

Employees may use sick leave for the following:

- An employee's mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive health care;
- For the care of a family member with a mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive health care;
- To seek legal, medical, psychological, or relocation services if an employee or their family member is a victim of domestic violence, sexual assault, or stalking; or
- When the employee's place of business is closed by a public health official; when the employee needs to care for a child whose school or place of care is closed by a public health official; or when the employee or their family member needs to stay home because health authorities have determined they should do so in the interest of public safety.

If the need for sick leave is foreseeable, employees must provide reasonable advance notice and should attempt to schedule their leave so that it has the least impact on business operations. If the need for sick leave is unforeseeable, the Company should be notified as soon as possible and in accordance with the attendance policy.

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