



## Answers About Employees' Rights:

# PHILADELPHIA'S Earned Paid Sick Leave Law

### **1.** *What does the Earned Paid Sick Leave Law do?*

The Philadelphia Earned Paid Sick Leave law gives workers up to 40 hours of sick time in a year, either for themselves or certain family members. Workers cannot be fired or punished for taking this time. If your workplace has 10 or more workers, your employer must pay you for your time off. If your workplace has 9 or fewer workers, your sick time will be unpaid.

### **2.** *Am I covered?*

The law covers most people working in Philadelphia. **If you work within the geographic boundaries of Philadelphia for at least 40 hours in a year, you are covered whether you are full-time, part-time, or temporary worker.**

**However, the law does not cover:**

- Independent contractors
- Seasonal workers
- Adjunct professors
- Employees hired for a term of less than 6 months
- Interns
- Pool employees
- State and Federal employees
- Employees covered by a bona fide collective bargaining agreement

### **3.** *Which of my family members are covered by the law?*

Under the law, you can take sick time to care for yourself or a child, spouse, life partner, grandparent, grandchild, or sibling.

### **4.** *How much paid sick time am I entitled to earn and use per year?*

If you work in a business with 10 or more employees, you may earn up to 40 hours of paid sick time. You will earn 1 hour for every 40 hours worked.

If you work for a business with 9 or fewer employees you may earn up to 40 hours of unpaid sick time. (If you work for a chain business you are entitled to paid sick time).

**All employees are protected against being fired or punished for using or requesting their sick time (including threats, discipline, demotion, reduction in hours, termination, etc.).**

### **5.** *When can I start using my sick time?*

If you are employed on May 13, 2015 you can begin accruing earned sick time but you cannot begin to use the earned sick time until 90 days after, which is August 11, 2015. If you are hired after August 11, 2015, you can begin to accrue sick time immediately, but must wait 90 days after being hired to use the earned sick time.

### **6.** *What if I already have paid leave or paid time off?*

If you already get any paid leave (vacation, paid time off, personal days, etc.) that you can use in the same manner as sick time and it's the same amount you would use under this law, the law does not give you any additional paid time off.

### **7.** *What kind of notice and proof do I have to give to my employer under this law?*

If you know you will need sick time (for example, for a doctor's appointment), you must notify your employer in advance and must make a reasonable effort to schedule the use of your sick time so that it does not unduly disrupt the operations of your employer.

For all other absences, you must notify your employer before the start of your scheduled work hours, or as soon as practicable if the need arises immediately before or after you report to work. Either way, you cannot be required to find a replacement worker for your time off.

If you use sick time for more than 2 days in a row, your employer can require a note from your health care provider. The note does not need to describe the health issue-only your need for the amount of sick time taken.

### **8.** *What if my employer does not provide me with sick time or fires/punishes me for taking-or trying to take-sick time?*

You have one year after a violation of the law to enforce your rights and file a complaint with the agency to be designated by the Mayor.

#### **Still Have Questions?**

Contact Councilman Greenlee's office:  
Room 508 City Hall  
**215-686-3446**