

## Earning and Using Sick Leave for Arizona employees

### Valid Leave Reasons

An employee may take leave under Arizona Law:

Diagnosis, care, or treatment of mental or physical illness, injury, or health condition, or preventive medical care, of an employee or employee's family member, defined as child (including adopted, foster, step, legal ward, in loco parentis, regardless of age), spouse, registered domestic partner, child or parent of the employee's spouse or domestic partner, parent, grandparent, grandchild, or sibling

For specified purposes related to the employee's or employee's family member's domestic or sexual violence, abuse or stalking.

Closure of employee's place of business, closure of a child's school or place of care by order of a public official for any health-related reason.

### Accruing Sick Leave Time

An employee earns one hour of sick leave for every 30 hours worked commencing upon his/her hire date to a maximum of 40 hours in his/her first calendar year of employment as well as subsequent calendar years.

### Carry Forward of Accrued Unused Leave Time

After the conclusion of the calendar year, the Employee may "carry forward" any accrued but unused leave, to a maximum of 40 unused hours into the following calendar year.

### Using Sick Leave Time

Employees are required to inform the Company that they wish to be paid leave time pursuant to the valid leave section of Company policy. The Company's payroll department will pay such time in the employee's payroll at their regular rate of pay. Documentation shall be required for the use of three (3) consecutive sick days used.

### No payment of Unused Sick Leave Upon Separation

An employee is not entitled to payment of accrued, earned sick leave on separation from employment.