



# REQUIRES PAID OR UNPAID SICK LEAVE

*Chapter §9-4100 — Promoting Healthy Families and Workplaces*

## Examples of Violations

- Denied use of paid or unpaid sick leave.
- Not tracking accrual of sick leave.
- Not notifying employees of this benefit.
- Not allowing to carry over sick leave each year.
- Requiring a note for two days or less.
- Not accepting a reasonable note.
- Requiring a worker to find coverage.
- Requiring a worker to make up hours.
- Not allowing sick leave for sexual assault or domestic abuse.

## Employer Requirements

- Employees will earn 1 hour of sick leave for every 40 hours of work, which may be limited to 40 hours each year.
- The employer will keep records of sick leave accrual and use for all employees for 2 years.
- The employer will notify all employees of their right to this benefit.
- The employer will provide unpaid sick leave for 9 or less employees.
- The employer will provide paid sick leave for 10 or more employees at the regular rate of pay.
- The employer will allow unused sick leave time to carry over from one year to the next year or front load.
- The employer will provide earned unpaid sick leave once the employee has exhausted paid sick leave.

## Employees Exempted from this law

- Hired to work 6 months or less
- Hired for a 16 week period/ seasonal worker
- Independent contractor/ 1099 tax form
- Covered by a collective bargaining agreement
- Adjunct professor
- Pool employee or Per Diem
- Student intern

*If you believe you have been misclassified, contact our office.*

## Learn More

### EMPLOYERS

Request compliance assistance by contacting the Office of Worker Protections.

### EMPLOYEES

File a complaint by contacting the Office of Worker Protections



**RETALIATION BY EMPLOYERS IS ILLEGAL.**

