



Paid Sick Leave (Philadelphia Sick Leave Ordinance) Policy

Effective May 13, 2015, CSS will abide by the Philadelphia Sick Leave Ordinance. Employees that qualify will accrue sick time per the ordinance.

Accrual and Caps

- Under the law, employees accrue one hour of sick time for every 40 hours worked (including overtime hours).
- Employees must be employed for at least 90 days before they are eligible to use any accrued paid sick leave.
- Employees first become eligible to accrue paid sick time on May 13, 2015. Employees can accrue a maximum of 40 hours of sick time in a calendar year.
- Sick leave may not be used before accrual.

Permitted Uses

Employers must allow employees to use the 40 hours of paid sick time on the employee's oral or written request for his or her own qualifying need, or that of a "family member," for:

- Diagnosis, care, or treatment of an existing health condition;
- Preventative care; or
- Issues related to the employee being a victim of domestic violence, sexual assault, or stalking.

CSS requires that paid sick leave be used in "accrued 4 hour" increments.

Request to use sick time must be provided upon an employee's oral or written request.

Employees that have accrued time, and wishes to use accrued time, must notify a CSS representative as soon as reasonably possible.

Employees will be required to have your Client Supervisor approve via a time card.

An employee who has a sick leave absence in excess of three consecutive work days may be required to present medical documentation for absence.

Employees must provide "reasonable advance notification" if the need to use sick leave is foreseeable.

**** This policy does not void or replace our current Attendance Policy already in effect.**