



PITTSBURGH PAID SICK TIME

POST WHERE EMPLOYEES CAN EASILY READ. VIOLATORS ARE SUBJECT TO PENALTIES.

EFFECTIVE DATE: 01/11/2016. The City of Pittsburgh's "Paid Sick Days Act" (Title VI, Article VII, Section 626) requires employers to provide paid sick time to both full-time and part-time employees. The Ordinance is intended to improve the public health by ensuring that employees can use accrued time when they (or their family members) are sick.

AM I COVERED?

COVERED EMPLOYEES:

All employees, including part-time employees, who work within the geographical boundaries of the City of Pittsburgh are covered by the Ordinance ("Paid Sick Days Act"), with the exception of:

- Federal and State employees
- Independent contractors
- Construction workers in a collective bargaining unit
- Seasonal workers employed for 16 weeks or fewer who have been notified in writing at the time of hire of their start and end dates

HOW MUCH?

ACCRUAL OF SICK TIME:

Employees begin accruing sick time on the Effective Date of the Ordinance or on the day they are hired, whichever is later. Employees may rollover earned sick days each year, up to the maximum amounts above, unless the employer chooses to "front-load" sick days at the start of each year. Employees accrue 1 hour of paid sick time for every 35 hours worked, up to a minimum of:

- 40 hours per year (5 days) if their place of work employs **15 or more** people
- 24 hours per year (3 days) if their place of work employs **fewer than 15** people and only accrue *unpaid* sick time in the first year after the Effective Date

WHEN CAN I USE IT?

SICK TIME MAY BE USED FOR THE FOLLOWING REASONS:

Employees can use accrued sick time when the employee or the employee's family member is sick, injured, receiving medical attention, preventative care, or in the event of a declared public health emergency. Family members include a child, parent, spouse, domestic partner, grandparent, grandchild, sibling, or another individual the employer has given oral permission to use sick time for

RATE OF PAY

COMPENSATION FOR USE OF SICK TIME:

Employees making use of sick time must be paid at least at their same hourly rate, and with the same benefits, including health care benefits.

EMPLOYER OPTIONS

NOTICE, VERIFICATION, AND ALTERNATIVE POLICIES:

Employers may require **reasonable** notice before using sick time, which may not exceed 7 days for foreseeable uses (i.e., doctor's appointment) or as soon as possible for unforeseeable uses (i.e., illness). Employers **CANNOT** require an employee to find a replacement to cover the employee's shift in order to use sick time, or disclose details of the employee's medical needs. A doctor's note may only be required for use of 3 full consecutive sick days or more. Employers may offer a more generous policy, or an alternative paid leave policy, as long as it meets all minimum requirements and terms of use under the Ordinance.

NON-RETALIATION

EMPLOYEE RIGHTS:

Employers may not retaliate against or interfere with employees exercising their rights under this Ordinance. Examples include denying use of sick time, firing for using sick time, reducing work hours or giving undesirable assignments. Employees have the right to file a complaint with the Controller's office, which must be filed within 6 months of the violation.

For more information visit: <http://pittsburghpa.gov/controller-office/psda/overview>

Call: (412) 255-2054

Email: City_Controller@pittsburghpa.gov