



**If you can't resolve this on your own, here's what you can do:**

Call Community Legal Services for advice and possible help at **267-281-4230**

File a complaint with the City of Philadelphia: [paidsickleave@phila.gov](mailto:paidsickleave@phila.gov)

## **Is Your Job Not Giving You Sick Days?**

- On behalf of your coworkers, ask for a meeting with boss, hand them the city's poster that explains sick days are now law! (Copy on back)
- Write a letter on behalf of your coworkers asking for sick days under the policy. Sample language for a letter:

Dear Owner/Manager:

As you should already know, Philadelphia law requires all businesses to provide sick leave to its workers. We have not yet been provided with a copy of your new sick leave policy and do not know whether one exists. We also noticed that you do not yet have a mandatory paid sick leave poster in our workplace.

Please respond by circulating your sick leave policy within 3 days or we will take further action.

Sincerely, On behalf of your employees,  
Contact name and info.



July 2016

# Philadelphia's Paid Sick Time

Promoting Healthy Families and Workplaces

EFFECTIVE MAY 13, 2015



Starting **May 13, 2015** employees who work at least 40 hours a year within the City of Philadelphia limits will be eligible to earn paid/unpaid sick leave.

- Employees are eligible to earn 1 hour of sick time for every 40 hours they work.
- Employers with 10 or more employees are required to provide paid sick leave. Employers with 9 or fewer employees are required to provide unpaid sick leave.
- A maximum of 40 sick time hours may be earned in a calendar year. Accrued sick time may be used after an employee has worked a minimum of 90 days. Accrual begins May 13, 2015 for all current employees.
- Earned sick time can be used for the employee's own health needs, to care for a family member or for leave due to domestic abuse or sexual assault.
- If an employer refuses to provide earned sick time or retaliates against employees for utilizing sick time, the employee can make a formal complaint to the City of Philadelphia's Sick Leave Agency after September 2015.

## Bill No. 141026

### EMPLOYEES COVERED

- Work in the City of Philadelphia
- Work at least 40 hours a year

### EMPLOYEES NOT COVERED

- Independent Contractors
- Seasonal Workers
- Adjunct Professors
- Employees hired for a term of less than 6 months
- Interns
- Pool employees
- Employees covered by collective bargaining agreements
- State and federal employees

### EMPLOYER INFORMATION

- Employers with 10 or more employees must provide paid sick leave.
- Large chains with employees who work within the City of Philadelphia limits must provide paid sick leave.
- Employers with 9 or fewer employees must provide unpaid sick leave.

**Employers must notify employees that they are entitled to sick time, the amount of sick time and the terms of its legal use.**

**FOR MORE INFORMATION- SUBMIT QUESTIONS TO: [paysickleave@phila.gov](mailto:paysickleave@phila.gov)**