

Paid Sick Time

The Fair Wages and Healthy Families Act (Proposition 206) was approved by Arizona voters in November 2016, setting higher minimum wage rates and mandating that eligible employees working for covered employers receive up to 40 hours of paid sick time each year.

Frequently Asked Questions

When can employees begin accruing earned paid sick time?

Employees can begin accruing earned paid sick time at the commencement of employment with ESI or July 1, 2017, whichever is later.

How much earned paid sick time can be accrued?

ESI employees are entitled to accrue one hour of earned paid sick time for every 30 hours worked, but employees are not entitled to accrue or use more than 40 hours of earned paid sick time per fiscal year (July 1 to June 30). Additionally, the maximum amount that can be carried over from year to year is 40 hours. Employees holding a limited appointment contract are given paid sick time at the beginning of the contract that satisfies the earned paid sick time requirement. Additional paid sick time does not accrue during the length of the contract.

What can earned paid sick time be used for?

Generally, employees may use earned paid sick time in the following circumstances:

- ➔ Medical care or mental or physical illness, injury, or health condition of the employee or any of the employee's family members;
- ➔ A public health emergency affecting the employee or a family member of the employee;
- ➔ An absence due to domestic violence, sexual violence, abuse, or stalking involving the employee or any of the employee's family members (see the definition of "family member" in Arizona Revised Statutes § 23-371 to see who qualifies as a family member).

- ➔ On-call (substitute) employees may only use earned paid sick time for the reasons stated above, during periods in which the on-call employee is scheduled to work.

How can an ESI employee check their paid sick time accrual amount?

ESI offers employees a simple, user-friendly, online portal for viewing personal employment information and accrued sick time. Instructions on how to register for the online portal can be found here:

<https://educationalservicesinc.com/employee-forms>

How can an ESI employee request a paid sick day(s)?

In order to request earned paid sick time, an employee must complete the ESI time off form and indicate "paid sick time". On-call (substitute) employees may only request to use earned paid sick time during periods in which the on-call employee is scheduled to work. The time off form can be found here:

<https://educationalservicesinc.com/employee-forms>

How does ESI determine hourly rates for earned paid sick time payment purposes?

Per the calculation methods provided by A.A.C. R20-5-1201(25), ESI uses a weighted average of all hourly rates of pay during the previous pay period to determine the hourly rate.

Must ESI pay an employee for unused earned paid sick time at the end of each year or at separation?

The Fair Wages and Healthy Families Act does not require an employer to pay employees for unused earned paid sick time at the end of each year or at separation.

Please refer to ESI's employee handbook and see Arizona Revised Statutes § 23-373 for further detail concerning authorized uses for earned paid sick time.