

AZ SICK LEAVE - PST

In accordance with Arizona law, effective as of July 1, 2017, all employees (including Priests) accrue earned paid sick time ("PST") at the rate of 1 hour for every 30 hours worked. Employees are able to accrue up to a maximum of forty (40) hours of PST per calendar year. Accrual begins on the date of hire. For employees hired after July 1, 2017, accrued time cannot be used until after 90 days of employment.

PST is paid at the employee's regular rate of pay and may be used in minimum increments of 15 minutes. A maximum of 40 hours of unused PST will be rolled over into the following year. However, employees are limited to using no more than 40 hours per year. Unused PST will not be compensated at the time of separation.

Covered Usage: PST may be used for time off for yourself or for your care of a family member for preventative medical care; having a mental or physical illness, injury, or health condition; or for obtaining diagnosis, care, or treatment for the same. If you or your family member is the victim of domestic violence, sexual violence, abuse, or stalking, PST may be used to obtain medical attention, services, counseling, relocation, legal services, or to participate in a civil or criminal proceeding.

PST may be used when the Practice or your child's school or child care provider is closed due to a public health emergency, or to care for yourself or for a family member if it is determined by health authorities or a health care provider that presence in the community may jeopardize the health of others due to exposure to a communicable disease.

Covered Family Members: Family members include your spouse or registered domestic partner, children (regardless of age), parents, grandparents, grandchildren, and siblings. Family members include those family relations resulting from adoption, foster care, step-relationships, legal guardianships, domestic partnerships, through marriage, and loco parentis status. Family members also include any other individual related by blood or affinity whose close association with you is the equivalent of a family relationship. (Family member is defined broadly to include any member of your immediate family, or any other individual related by blood or affinity whose close association with you is the equivalent of a family relationship.)

Required Notice: Employees need to provide reasonable advance notice to the manager of the intent to use PST, and if the absence is unforeseeable, the employee must contact the manager as soon as possible, preferably no later than one (1) hour before the scheduled start time. Please call and speak with the manager directly or leave a detailed voicemail/email/text message. When possible, the notification should include the expected duration of the absence.

If the employee is seeking to use three (3) or more consecutive workdays of PST, the employee may be required to provide documentation, such as a doctor's note, to verify the need for the absence and qualification for PST. Employees are not required to provide any details concerning the health condition or domestic violence incident for self or the family member. Any information provided must be kept confidential.

Recordkeeping: PST does not count towards the calculation of overtime. Employees who are rehired within nine (9) months of separation will have their prior bank of unused PST reinstated. Employee paystubs will list the available PST amounts, amount of PST taken that year, and the amount of pay the employee has received through PST that year.

The Employer will maintain records of hours worked, wages paid, and PST paid for four (4) years. The Employer prohibits any discrimination or retaliation against an employee for lawful exercise of PST rights. Employees will not be disciplined for the lawful use of PST, but once PST has been exhausted, the normal rules for unexcused absences will apply.

PayCor will automatically calculate .05 for every hour in that pay period and add it to the balance. Employees will be able to use 40 hours per calendar year for any of the reasons listed in the law, which, if you are not on PayCor time and attendance you will need to manually track that and keep those records using the timesheet. If you are using PayCor time and attendance, it can be noted by the employee on the sick request under the notes as "PST" for the request that it is dependent sick or other use under the law.

Per policy, employees should always be completing a timesheet for all hours worked and signing off on all requested paid leave time, which is included in the timesheet. All hours must be entered into the PayCor grid for calculation of pay and PST.