

Promoting Healthy Families and Workplaces

Chapter 9-4100
Effective May 13 2015

Requires Paid or Unpaid Leave

Examples of violations include:

Denied use of paid or unpaid sick leave;
Not tracking accrual of sick leave;
Not notifying employees of this benefit;
Not allowing to carry over sick leave each year;
Requiring a note for two days or less;
Not accepting a reasonable note;
Requiring a worker to find coverage;
Requiring a worker to make up hours;
And not allowing sick leave for sexual assault or domestic abuse.

Employees exempted from this law:

Hired to work 6 months or less
Hired for a 16 week period/ seasonal worker
Independent contractor/ 1099 tax form
Covered by a collective bargaining agreement
Adjunct professor
Pool employee or Per Diem
Student intern

If you believe you have been misclassified contact our office.

Employer requirements:

Employees will earn 1 hour of sick leave for every 40 hours of work, which may be limited to 40 hours each year.

The employer will keep records of sick leave accrual and use for all employees for **2 years**.

The employer will notify all employees of their right to this benefit.

The employer will provide **unpaid** sick leave for 9 or less employees.

The employer will provide **paid** sick leave for 10 or more employees at the regular rate of pay.

The employer will allow unused sick leave time to carry over from one year to the next year or front load.

The employer will provide earned unpaid sick leave once the employee has exhausted paid sick leave.

Retaliation is prohibited under this law.



**The Office of Benefits and
Wage Compliance**
215.686.0802
paysickleave@phila.gov

Employers
Request compliance
assistance by contacting the
Office of Benefits and Wage
Compliance

Employees
File a complaint
by contacting the Office of
Benefits and Wage
Compliance