

# MEMO



**TO:** Field and Part-Time Associates  
**FROM:** Office Management  
**DATE:** 12/11/2017, Revised: 03/16/2020, Revised: 1/9/2024  
**RE:** DC Accrued Paid Sick Leave

DC employees will accrue sick leave at the rate of not less than one hour for every 37 hours worked beginning at the commencement of employment.

Employees may not accrue more than fifty-six (56) hours / seven (7) days of sick leave during each calendar year (January 1 – December 31). Accrued, but unused sick time shall carry over to the following year up to 56 hours. Employees can take no more than 56 hours each year.

All employees may utilize accrued leave beginning on their 90th day of employment.

Earned paid sick time may be used for the following purposes: (1) medical care or mental or physical illness, injury, or health condition; or (2) a public health emergency; and (3) absence due to domestic violence, sexual violence, abuse, or stalking. Employees may use earned paid sick time for themselves or for family members.

Sick leave can be taken in no smaller increments than one (1) hours with a maximum of eight (8) hours per day and when possible, employees should provide as much notice to their supervisor in advance of their need to use available sick leave. A doctor's statement may be requested by the employer for absences of three or more consecutive days. Sick pay will be paid out at the employee's normal hourly pay rate.

**Sick leave must be taken when an employee is scheduled and cannot be requested for time when an employee isn't normally scheduled.**

Accrued but unused sick leave will not be paid upon termination.

Employees will need to fill out the attached Time Away Request form and send to Human Resources. The form may be emailed to [hr@apolloretail.com](mailto:hr@apolloretail.com) or faxed to (800) 783-5540.

For additional information regarding the Act, you may refer to the Office of Wage Hour website at [www.does.dc.gov](http://www.does.dc.gov) or visit at 4058 Minnesota Avenue, N.E., Suite 3600, Washington, D.C. 20019 or call (202) 671-1880.