

# MEMO



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

Arizona employees will accrue sick leave at the rate of not less than one hour for every 30 hours worked; beginning at the commencement of employment or July 1, 2017, whichever is later.

Employees may not accrue more than forty (40) hours / five (5) 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 40 hours. Employees may not use more than 40 hours of paid sick leave per 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. *See Arizona Revised Statutes 23-373 for more information.*

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. The request for leave can be made orally, in writing or electronic means. A doctor's statement may be requested by the employer for absences of three or more consecutive days. Sick pay will 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. However, employees who are reemployed with the Company within nine months of separation will have any unused paid sick leave accrued under this policy reinstated.

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 Industrial Commission's website at [www.azica.gov](http://www.azica.gov) or contact the Industrial Commission's Labor Department: 800 W. Washington, Phoenix, Arizona 85007-2022; (602) 542-4515.