

# MEMO



**TO:** Field and Part-Time Associates  
**FROM:** Office Management  
**DATE:** 7/1/2018, Revised: 1/10/2024  
**RE:** Rhode Island Accrued Paid Sick Leave

Rhode Island employees will accrue sick leave at the rate of not less than one hour for every 35 hours worked, beginning July 1<sup>st</sup>, 2018 or at the commencement of employment, 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.

Employees can use sick and safe leave time if they are too sick to work, are injured or have a routine medical appointment. They may also use sick and safe leave to deal with the impact of domestic violence, sexual assault or stalking. In addition, employees may use sick and safe leave to assist a family member or a member of their household for the same purposes.

When possible, employees should notify their supervisor in advance of their need to use available sick leave. A doctor's statement may be requested by the employee's supervisor after 3 or more consecutive days absence. 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.

Contact the Rhode Island Department of Labor call (401) 462-8550, email [LT.LaborStandards@dlt.ri.gov](mailto:LT.LaborStandards@dlt.ri.gov), or visit [www.dlt.ri.gov/ls/HSFWact.htm](http://www.dlt.ri.gov/ls/HSFWact.htm).