



Paid Sick Leave FAQ

Who Is Eligible?

Part-time/Variable Full-time Employees who live in a state that has mandated sick laws. Visit the link below to see your state memo with details regarding your state sick time law.

- [Universityofapollo.com/fieldsick](https://universityofapollo.com/fieldsick)

What Am I Eligible for?

Some states have laws that require employees to provide sick time or paid time off. Each state has different laws as to what employees are eligible for. Visit the link below to see your state memo with details regarding your state law.

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When Do I Start Accruing Sick Time?

Each state has different laws. Visit the link below to see your state memo with details regarding your state sick time law.

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When Can I Start Using Sick Time?

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How Do Employees Request Time Off?

You can visit the link below with instructions on how to submit a request. Make sure you read all the instructions.

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Can I Take Sick Leave In Advance Of Accruing It?

No, you can only take what you have accrued.

How Do I See My Accrued Sick Time?

Log into ADP. Go to Myself>Pay>Pay & Tax Statements. Click on your pay stubs under My Pay. At the bottom of the pay stub, shows what you have accrued, taken and balance.

How Can Sick Time Be Taken?

You must be scheduled to work to be able to use your sick time, unless your state memo states otherwise. You will have to provide shifts number when you complete the form. Nevada and Illinois employees do not have to be scheduled to use time off or provide shift numbers. Sick Time can only be taken in 1-hour increments up to 8 hours a day.

What Can Sick Time be used for?

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Does Sick Time Roll Over?

Each state has different laws. Visit the link below to see your state memo with details regarding your state sick time law.

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Can Employees Request a Full Day Of Sick Time Even Though They Are Working A Full Day?

Employees should not be putting in a sick time request still be working a full day on that given day.

When Is My Request Paid Out?

Approved sick time it will be paid out according to the payroll calendar.

What If I Do Not See My State That Link Provided?

If you do not see your state listed then your state does not have Paid Time Off law in place. If you have any questions you can email HR@apolloretail.com

Who Do I Contact For Questions?

Email Human Resources at HR@apolloretail.com