

## PENNSYLVANIA

### Start Ramping Up for Pittsburgh's Paid Sick Days Implementation

If you've ever woken up feeling ill but went to work anyway because you couldn't afford the time off, you're not alone. In an attempt to become a ["Most Livable City,"](#) Pittsburgh passed the [Paid Sick Days](#) Act in 2015, which has been on hold pending a decision by the Supreme Court of Pennsylvania. Since the court recently upheld the law, Pittsburgh employers should begin preparing for the Act's implementation before the effective date is announced.

**Covered Employees and Uses:** Despite a company's size, all employees are eligible for paid sick days, except for seasonal workers, those employed by federal or state agencies, independent contractors, and union members with collective bargaining agreements. Paid sick time can be used for an illness, injury, preventative care, or diagnosis. The same rule applies when an employee needs to provide for a family member with similar needs.

**Accrual:** Hours accrue based on the total number of employees and are capped between 24 and 40 hours per calendar year. Advancing sick time or imposing waiting periods is left to the employer's discretion as well as current policies that meet or exceed the Act's requirements.

**Usage and Notification Procedures:** Usage increments are based on your company's existing payroll system, and the company may request "reasonable" substantiation documentation when an absence exceeds three days. Verbal requests for sick time are permitted as are existing policies regarding notification.

**Frontloading, Rollover, and Payout Policies:** Companies providing yearly sick time allowances upfront will not be required to carryover more time than permitted under the Act. Accrued sick time will accrue and rollover from year to year, but employees will not be entitled to compensation for it when they leave the company.

**Written and Posted Materials:** Employers need to prepare and distribute the Act's requirements to employees, including an anti-retaliation policy, and may be required to display a poster in the workplace, similar to the one found [here](#).

**Fines:** The Act establishes fines for violations while making it illegal for employers to retaliate against employees who attempt to take sick time.

### Action Steps for Pittsburgh Employers

While the effective date is still pending, employers should:

- Determine if existing sick time or paid leave policies meet or exceed requirements included in the Act. If no such policy exists, one should be established and enacted immediately.
- Frequently check the City's website for updates regarding notice requirements.
- Develop or review current recordkeeping practices to ensure they satisfy the Act's mandates.
- Train appropriate staff on the Act's requirements and prohibited practices.

We've summarized the Act briefly, but we're happy to help you understand some of the finer points as they apply to your company. ePlace Solutions does not regularly track and/or update local laws and ordinances and our online resources may not reflect these local laws/ordinances.