

## Frontloaded Paid Sick Leave

**[Company Name]** will provide eligible employees with a “Notification of Frontloaded Paid Sick Leave.” This notification will provide details of the amount of paid sick leave hours that will be placed into an employee’s paid sick leave bank at the start of their employment. It will include the calculations used to determine the frontloaded hours, the paid sick leave accrual year, and an employee’s eligibility details.

Unused frontloaded paid sick leave balances of 40 hours or less will carry over to the following year.

**[Company]** will make written or electronic notification to an employee for each paid sick leave frontloading period, providing the amount of paid sick leave frontloaded, the calculation used to determine the amount of paid sick leave, and any adjustments based on additional accrued hours.

If an employee’s frontloaded paid sick leave is less than the amount that they were entitled to accrue, **[COMPANY]** will make any additional amounts of paid sick leave available for the employees use no later than 30 days after the discrepancy is identified.

If an employee uses more paid sick leave than the employee would have accrued absent frontloading, **[company name]** will not seek reimbursement from the employee for the paid sick leave used.

# Employee Notification of Frontloaded Paid Sick Leave

Effective January 1, 2018, \_\_\_\_\_ is entitled to accrue paid sick leave  
Employee Name

This will accrue at one (1) hour per every 40 hours you work.

You may use this accrued paid sick leave 90 days after starting employment for the following reasons:

- To care for yourself or a family member (see policy for a list of the eligible family members).
- When you or a family member is the victim of sexual assault, domestic violence, or stalking.
- If your child's school or place of care is closed by a public official for any health related reason. .

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On \_\_\_\_\_, \_\_\_\_\_ will provide you with  
Date Company Name  
\_\_\_\_\_ of paid sick leave.  
Number of Hours

This amount is intended to cover your anticipated accrual of paid sick leave for \_\_\_\_\_  
Period of Time  
, based on your current work schedule of \_\_\_\_\_ hours per week.  
\_\_\_\_\_ Hours X \_\_\_\_\_ Weeks = \_\_\_\_\_ Hours

It may also include: additional accrued hours from the last period (see calculation below) and/or reinstated hours if you have been rehired in the last 12-months.

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## Account Settlement for Previous Period:

\_\_\_\_\_ Actual total hours worked divided by 40 hours = \_\_\_\_\_ Total paid sick leave hours accrued.  
Period of Time

\_\_\_\_\_ Hours frontloaded paid sick leave  
- \_\_\_\_\_ Actual paid sick leave hours accrued in the period  
= \_\_\_\_\_ Accrued hours difference

### Example:

24 hours frontloaded
- 28 hours accrued
= 4 additional hours earned

- If you earned less hours than the frontloaded hours deposited, your frontloaded deposit will be reduced.
- If you earn more hours than were frontloaded, they will be added to the next frontloaded deposit or within 30 days of the discovery of additional accrued hours, whichever is sooner.

The calculated hours will be placed into your paid sick leave bank on \_\_\_\_\_  
Date

and reflected in your monthly statement of paid sick leave or your regular pay statement.

\_\_\_\_\_ Hours accrued and unused during previous employment that have been included in your balance.

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\_\_\_\_\_ paid sick leave year is \_\_\_\_\_ to \_\_\_\_\_  
Company Name

Unused frontloaded paid sick leave balances of 40 hours or less will be carried over to the next year, accrued unused leave over 40 hour will be \_\_\_\_\_

Employer may cash out, forfeit, or offer a more generous carryover.

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Print Employee's Name

Employee's Signature

Date

Copies: Employee Employee's File