

The Pittsburgh Paid Sick Days Act gives every employee that works within the City limits a minimum of 24 or 40 hours of paid sick time each year, depending on the size of the employer. Employees can use their earned sick time for diagnoses, check-ups, emergency treatment, and many other medical reasons, both for physical and mental illnesses.

FAQ's regarding the Act:

- Q: How much sick time can I earn? A: An employee earns one (1) hour of paid time off for every thirty five (35) hours worked within the City of Pittsburgh. Employers may increase the rate speed (e.g., 2 hours earned for every 35 hours worked), but may not decrease the speed. Employees in a company of 15 or less workers may earn up to 24 hours of paid time per year, and employees in a company of 15 or more workers may earn up to 40 hours per year.
- Q: Does my earned time roll over for each year? A: Yes, an employee's unused sick time is carried over from year to year. At no point shall an employee have access to more than the 24 or 40 hours of paid time, unless the employer increases the maximum cap.
- Q: How can I use my paid sick time? A: An employee may use earned time for most medical reasons. This includes preventative care (check-ups, tests, etc.), as well as reactive care (ER visits). Employees may also use the time to care for an immediate family member who requires any of the above treatment, as well as for children who require at-home care.
- Q: How do I tell my employer that I would like to use my earned time? A: An employee should notify their employer, at least orally, one (1) hour before the scheduled shift/workday that will be taken off. Employers may create their own notification policy, but it should not be unreasonable or discourage the use of sick time. If use of the time is foreseeable (going in for a regularly scheduled appointment), an employer may request notification no more than seven (7) days in advance.
- Q: Can my employer require a doctor's note or other proof? A: If an employee would like to take off three (3) or more consecutive shifts/workdays, an employer may require documentation that the paid time off is used for a reason covered in the Act. A doctor's note is an example of proper documentation, but an employer may not ask about the illness or reason for the visit.
- Q: What should I do if my employer denies my use of Paid Sick Time? A: If you have been denied, discouraged, or otherwise negatively impacted by your employer for trying to use properly earned sick time, file a complaint at: <https://pittsburghpa.gov/office-of-equity/file-a-complaint> and email your completed form to [paidsickleave@pittsburghpa.gov](mailto:paidsickleave@pittsburghpa.gov). The City's Compliance Specialist will review your complaint and contact you regarding next steps.

If you have any further questions, or would like more information on your rights under the Act, please email [paidsickleave@pittsburghpa.gov](mailto:paidsickleave@pittsburghpa.gov) with any questions/concerns!