



CA SICK TIME REQUEST – ASSOCIATE

You must complete and submit requests for time off to your supervisor and Sedona within the payroll week of absence.

Paid sick leave can be used only for purposes as stated under the California Paid Sick Leave law: "An employer shall provide paid sick leave upon oral or written request of an employee for themselves or a family member for diagnosis, care or treatment of an existing health condition or preventive care or for specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking."

FAQ:

- *Sick time is not vacation pay, holiday pay or PTO.
- *Sick time and hours worked cannot exceed 8 hours in a day.
- *Sick time does not count toward hours for OT calculation purposes.
- *Sick time can only be applied on days the business is open and you are scheduled to work.

DATE (mm/dd/yy)	DAY (e.g. Monday)	Reason for Absence	# OF HOURS requested
TOTAL			

Employee Print Name: _____

Employee Signature: _____ Date Submitted: _____

Client Signature: _____ Sedona Rep Signature: _____

Client Print Name: _____ Sedona Print Name: _____

Per the California Paid Sick Leave Law, under the alternative method, Sedona will provide 24 hours (3 days) of paid sick leave at the beginning of each 12 month period after the Associate has satisfied the 90 day employment period. The 12 month period is based on the Associate's hire date anniversary.

Sick leave available hours will appear on an electronically stored document which is accessible through the Associate's login through the Sedona Compass portal.