

# SICK LEAVE: KNOW THE LAW

## FOR EMPLOYERS

**For every 40 hours worked, you must provide your employees 1 hour of sick leave. Employers are responsible for tracking earned sick leave for employees.**

### DOES BUSINESS SIZE MATTER?

If you have 9 or fewer employees, you must provide **PAID OR UNPAID SICK LEAVE.**



If you have 10 or more employees, you must provide **PAID SICK LEAVE.**



Large chains with employees who work in Philadelphia city limits must provide paid sick leave.

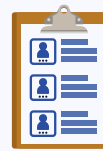
### EMPLOYERS MUST:



Post your employee handbook on site



Verbally notify employees



Keep employee records of earned sick leave



Post the law in English or in any language that is the first language spoken by 5% of your workforce

### FOR MORE INFORMATION:

<https://tinyurl.com/philasickleave>  
[paysickleave@phila.gov](mailto:paysickleave@phila.gov)



This law went into effect **MAY 13, 2015**



**PHILADELPHIA  
FOOD POLICY  
ADVISORY COUNCIL**