



Paid sick leave law

What is sick leave?

Sick leave is paid or unpaid time off from work that is mandated by law in the City of Philadelphia.

What to know

Sick leave can be used for an employee's own health needs, to care for a family member, or for leave due to domestic abuse or sexual assault.

How does it work?

Employees can earn 1 hour of sick leave for every 40 hours they work. A maximum of 40 sick leave hours may be earned in a calendar year. Sick leave may be used after an employee has worked a minimum of 90 days. It can be requested verbally or in writing and must be paid at the worker's normal rate.

Who has it?

Employees who work at least 40 hours **a year** in Philadelphia can earn sick leave. Employers with 10 or more employees must provide paid sick leave. Employers with 9 or fewer employees must provide unpaid sick leave.

Employees not eligible for sick leave are: independent contractors, seasonal workers, adjunct professors, employees hired for less than 6 months, interns, pool employees, employees covered by collective bargaining agreements, state & federal employees.

Employer responsibility

Employers must notify employees that they are entitled to sick leave. They must also tell employees the amount of sick leave an employee has and the terms of its use. Employers cannot require employees to find a replacement worker in order to use sick leave. Employers cannot retaliate against an employee who exercises their sick leave right.

Filing a formal complaint

If an employer refuses to provide earned sick leave or retaliates against employees for using sick leave, the employee can make a formal complaint to the Office of Benefits and Wage Compliance via email or mail listed below.

For more information

Office of Benefits & Wage Compliance

215-686-0802

paidsickleave@phila.gov

Land and Title Building
100 S. Broad St, 4th Floor
Philadelphia, PA 19102