

Title: Arizona Paid Sick Time Policy	
Number: 1460, Version: 3	Original Date: 08/07/2017
Effective: 01/09/2020	Last Review/Revision Date: 01/09/2020
Next Review Date: 11/08/2020	Author: HR Policy/Handbook Team; Molly Winkler, Cyrus Martinez
Approved by: Administrative Policy Committee, Chief HR Officer, PolicyTech Administrators 01/09/2020	
Discrete Operating Unit/Facility: Banner Baywood Medical Center Banner Behavioral Health Banner Boswell Medical Center Banner Casa Grande Medical Center Banner Del E Webb Medical Center Banner Desert Medical Center Banner Estrella Medical Center Banner Gateway Medical Center Banner Goldfield Medical Center Banner Heart Hospital Banner Ironwood Medical Center Banner Ocotillo Medical Center Banner Payson Medical Center Banner Thunderbird Medical Center Banner—University Medical Center Phoenix Banner—University Medical Center South Banner—University Medical Center Tucson Cardon Children’s Medical Center Page Hospital	Arizona Region Banner Corporate Ambulatory Services Banner Health Clinics Banner Imaging Services Banner MD Anderson Cancer Center Banner Surgery Centers Banner Urgent Care Centers Occupational Health/Employee Services Banner Home Care and Hospice Insurance Banner Health Network Banner Plan Administration University Physicians Health Plans Banner Pharmacy Services Post-Acute Care Services Research

Introduction

Purpose and Population

1. **Purpose:** To meet requirements of Arizona’s law for paid sick time.
 2. **Population:** Employees whose primary position’s locations is in Arizona; this includes those employees working inTouch in their Arizona residence.
-

Policy

General policy statements

1. Effective July 1, 2017 all employees who work in Arizona are eligible for paid sick time under this policy.
 2. Eligible employees will accrue paid sick time at a rate of 1 hour for every 30 hours worked.
 3. Employees may begin using paid sick time as accrued hours are available.
 4. Paid sick time will be paid at the rate required by law.
 5. For PTO eligible employees, paid sick time will be paid out at termination in accordance with Banner practice.
 6. Paid sick time is not considered hours worked and will not be counted in the calculation of overtime.
 7. Employees may use paid sick time for the following reasons and circumstances:
 - For employee’s needs or to care for a family member, including:
 - Children of any age, including:
 - biological,
 - adopted or foster children,
 - child of domestic partner
 - Parents, including:
 - biological,
 - foster,
 - stepparents,
 - adoptive parents, or
 - legal guardians of the employee or the employee’s spouse or domestic partner
-

Continued on next page

Policy, Continued

General policy statements,
(continued)

- Spouses or domestic partners;
 - Grandparents,
 - Grandchildren,
 - Siblings, or
 - any other blood relative or anyone who is close enough to the employee to be the equivalent of a family relationship who needs care as defined in item 8 of this policy.
8. Employees may use paid sick time for themselves or those identified in item 7 of this policy for the following circumstances:
- Medical care or mental or physical illness, injury, or health condition;
 - A public health emergency; and
 - Absence due to domestic violence, sexual violence, abuse, or stalking (e.g., medical attention, counseling, relocation, or attending legal hearings).
9. Paid sick time is intended to be used when actually required for the reason described in items 7 and 8 of this policy.
10. Employees will not be demoted, disciplined, retaliated against, suspended or terminated for requesting or using available paid sick time, if used for the reasons in items 7 and 8 of this policy. Use of paid sick time will not be counted as an occurrence under Banner's Attendance Policy.
11. Notice of Needs to Take Sick Time. Employees are expected to provide as much advance notice as possible of their need to take time off under this policy, and may be required to provide appropriate medical documentation as permitted by law.
12. For absences due to an employee's own health condition, the employee may also be required to provide a release from a health care provider prior to returning to work based on Banner's return to work guidelines.
13. Use of Arizona Paid Sick Time with Family and Medical Leave: An Eligible Employee must use accrued AZ Sick Bank concurrently with FML/Military Caregiver Leave.
14. If a non-PTO eligible employee returns to work within nine (9) months of separating employment, the employee's sick time balance at termination will be reinstated.
15. Time used from the AZ Sick Bank will be accounted for on a minute-by-minute basis.
-

Procedure

Request Sick Time

Employees

Request Sick Time by entering the information (date and hours) using the standard procedures in Workforce Central.

Supervisor or designee

Enter the information into Workforce Central for that pay period.

Other Information

Procedural documentation

Employee Timecard

Related policies

[Return to Work Examinations](#)
[Banner Health Attendance Policy](#)
[Corrective Action Policy](#)

Keywords

Paid Sick Time
HRPolicies
AZ Sick Time
