



Employee Sick Leave Policy

If you are working in a city or state with mandatory paid sick leave laws, smartdept. inc. will track your accrued sick leave during the course of your employment with us. For remote employees, this is the location of your home. If you are eligible for sick leave, the total hours available will be visible on your pay stubs, which can be accessed through [Paychex Flex](#).

State	Accrual Rate	Waiting Period	Annual Accrual Cap
Arizona	1 hour / 30 worked	90 days	24 hours
California	1 hour / 30 worked	90 days	48 hours
Colorado	1 hour / 40 worked	none	48 hours
Connecticut	1 hour / 40 worked	680 hours of employment	40 hours
DC	1 hour / 43 worked	90 days	40 hours
Illinois	1 hour / 40 worked	180 days	40 hours
Maine	1 hour / 40 worked	120 days	40 hours
Maryland	1 hour / 30 worked	106 days	40 hours
Massachusetts	1 hour / 30 worked	90 days	40 hours
Michigan	1 hour / 35 worked	90 days	40 hours
Nevada	.01923 / hour worked	90 days	40 hours
New Jersey	1 hour / 30 worked	120 days	40 hours
New Mexico	1 hour / 30 worked	90 days	64 hours
New York	1 hour / 30 worked	none	40 hours
Oregon	1 hour / 30 worked	90 days	40 hours
Rhode Island	1 hour / 35 worked	90 days	40 hours
Vermont	1 hour / 52 worked	365 days	40 hours
Washington	1 hour / 40 worked	90 days	none



How to Request Sick Leave

If you use the smartdept timecard portal to log your hours, you can submit for sick time by checking the “Sick” checkbox on your timecard.

If you use a client-specific website to enter your hours (such as Fieldglass, Beeline, IQN, or Coupa), please reach out to hr@thesmartdept.com with your sick leave request.

Sick Leave Guidelines

- Sick time must be taken during the hours you are scheduled to work.
- Sick time may only be taken in full day (8 hour) or half day (4 hour) increments
- Unused sick leave will not be paid out
- If you are placed on another assignment within one calendar year of your termination date, your accrued sick leave will carry over
- You may be required to provide documentation if sick leave is requested more than three days in a row