

## **Pittsburgh, PA Paid Sick Leave<sup>\*</sup>** (Part-Time Employees)

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<b>Eligibility</b>	All part-time employees working in the City of Pittsburgh, PA are eligible for Paid Sick Leave (PSL).
<b>Accruing PSL</b>	Part-time employees accrue PSL, starting on their date of hire, at the rate of one hour of PSL for every 35 hours worked and can accrue up to 40 hours per year.
<b>Using PSL</b>	<p>PSL may be taken in one-hour increments. Employees are entitled to use accrued PSL immediately after it has accrued with no waiting period.</p> <p>Employees may use PSL for reasons including, but not limited to:</p> <ul style="list-style-type: none"><li>• Sick time, for an employee or family member's mental or physical illness, including preventive medical care.</li><li>• Closure of the employee's workplace or child's school or place of care by order of a public official due to a public health emergency.</li></ul>
<b>Accrued PSL Balance</b>	Part-time employees can see their own accrued PSL balance in Workday by clicking on "My Time Off Balance" from the Workday home page.
<b>PSL Carryover</b>	Up to 40 hours of unused PSL can be carried over from year to year.
<b>Contact</b>	Please contact your Corporate Payroll Analyst with any questions regarding Paid Sick Leave and PSL calculations.

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*<sup>\*</sup> In accordance with federal, state and local regulations, the Company reserves the right to amend, modify, change, suspend, cancel or terminate this policy at any time.*