

- City of Pittsburgh Paid Sick Days Act Overview
- The Act is a City Ordinance (§626)
 - This is the same level of legality as running red lights, zoning infractions, etc.
- The Act applies to anyone whose employees work within the City limits.
 - The Mayor's Office of Equity has a zip code search for any addresses that need verified (covered or not under the Act).
 - THIS MEANS it does not matter where company is located, but where work is performed.
- Generally, the Act requires all Sick Leave policies to at least adhere to the following:
 - 1 hour earned for every 35 hours worked within City.
 - For companies of 15 or fewer employees, workers must be able to earn up to 24 hours of paid sick time per year.
 - For companies of more than 15 employees, workers must be able to earn up to 40 hours of paid sick time per year.
 - These amounts can be increased by Employers, but not decreased.
- Unused time can be carried over to next year, up to the mentioned caps.
- Time can be advanced or loaned through an agreement b/w employer and employee.
- How can the time be used?
 - For medical treatment, both mental and physical, ranging from doctor's visits/checkups to emergency room visits and other reactive treatment.
 - Can also be used to care for immediate family members in certain situations.
- Notices/Communication
 - Generally, Employers may enact advance notification policies for Employees to use time.
 - Should only be used for foreseeable circumstances (scheduled treatments/visits)
 - Employers may require notice up to 7 days in advance.
 - Under emergency circumstances, Employees should make a good faith effort to inform Employer of intent to use as soon as possible.
 - Employers must also post notice signs informing workers of their rights under the Act. This can be posted anywhere commonplace.
 - Sample language can be found here: <https://pittsburghpa.gov/office-of-equity/paid-sick-leave-notice>
 - Should also be translated into other languages if common group of workers speak non-English language.
- Violations/Investigations
 - It is prohibited for any Employer to discourage, deny, or otherwise interfere with any Employee using, or attempting to use, Paid Sick Time.
 - This includes demotions, relocation, loss of hours, etc.
 - Employers may not request that the Employee using Paid Sick Time find a replacement for that shift.
 - Anyone who has knowledge of a violation can file a complaint here: <https://pittsburghpa.gov/office-of-equity/file-a-complaint>
 - After review of the complaint, an investigator from the Mayor's Office of Equity will contact all parties involved and will conduct a full investigation as needed.
 - Penalties are monetary fines, may be expanded upon in future.
- Anyone with additional questions or who may like to discuss further are encouraged to contact: paidickleave@pittsburghpa.gov.