Does your employer’s Earned Sick Time policy follow state law? To find out, answer these questions:

Does your Earned Sick Time or other leave policy let you take time off to:

- Care for yourself, your child, your spouse, your parent, or your spouse’s parent because of a physical or mental illness, injury, or condition that requires home care, professional medical diagnosis or care, or preventive medical care?
  - Yes ☐ No ☐

- Go to a routine medical appointment for yourself, your child, your spouse, your parent, or your spouse’s parent?
  - Yes ☐ No ☐

- Deal with the mental, physical or legal effects of domestic violence?
  - Yes ☐ No ☐

- Travel to and from your appointment, pharmacy, or other related location?
  - Yes ☐ No ☐

What kind of notice does your employer require for taking sick time for one of the reasons (above)?

Your employer is allowed to ask you for up to 7 days’ notice for scheduled appointments. For other kinds of sick time, you just have to give “reasonable” notice.

- Does your employer require more than 7 days’ notice for scheduled appointments?
  - Yes ☐ No ☐

- Does your employer require advance notice for emergencies or if you use earned sick time for unexpected reasons?
  - Yes ☐ No ☐

- Are your employer’s instructions for providing notice unclear?
  - Yes ☐ No ☐

Do you earn enough sick time hours?

Some employers give employees their sick time hours at the beginning of the month or the year. Other employers give it to you as you work.

- Do you earn at least 1 hour of sick leave for every 30 hours you work?
  - Yes ☐ No ☐

- Can you earn and take up to 40 hours of sick leave a year?
  - Yes ☐ No ☐

- Can you use your earned sick time beginning 90 calendar days after hire (or sooner)?
  - Yes ☐ No ☐

Does your employer have 11 or more employees?

If No, your employer must still provide sick leave; but it does not have to be paid.

If Yes, your employer must give employees paid sick leave. Employers should count all employees. This includes employees in other states.

- Do you get paid for sick time when you take it?
  - Yes ☐ No ☐

- Do you get paid at your regular rate of pay?
  - Yes ☐ No ☐

Note: State law requires employers to follow additional rules. Learn more at www.mass.gov/ago/earnsicktime. If you believe that your employer’s policy does not follow state law, you can file a complaint at www.mass.gov/ago/wagecomplaint.