Click to verify

When sickness gets in the way, it is essential to take sick leave. But to take a leave from work due to an illness, you must write an application to inform your employer about your absence. You should also be familiar with the company's sick leave policy, such as how many days of sick leave you are entitled to, how much notice you need to give before taking sick leave, and what kind of proof of illness is required. To help ease the process of applying for sick leave, we have written this blog on the application for sick leave. We will explore sample applications for different scenarios and essential things to include in your letter for sick leave. A sick leave application is a letter written to inform your employer that you will be unable to work for a day or a certain period due to an illness or injury. It demonstrates your professionalism and allows the employer to assign your work to other employees for the smooth functioning of operations. Reason for Your Absence- It is important to state the reason for taking sick leave. This gives your employer an idea of how long it will take you to recover and rejoin. Duration of Absence- Let your employer know how many sick days you will take to recover. This allows them to reorganize the team's workload. Further, if you are absent from work for more than a day, let your manager know who will be acting as your backup. Doctor's Prescription– The HR department might need your medical records to approve your application for sick leave in case of a long period of absence. So, it's a good practice to include important documents Provide Your Availability- Mention in your sick leave letter if you are open to responding to calls or emails occasionally or in cases of urgency at work. If your health does not permit you to do so at all, mention that as well. Writing an application is part of professionalism and effective communication. You can improve your communication skills by taking a business communication skills course. Here is the basic sick leave application format from beginning to end: Start the application with the address of the recipient as follows- To, [Recipient's Name][Company/College/University Name][Company/College/University Address] [Date] This will be followed by the subject line and then, a greeting. The subject line of your leave application states what the letter is going to be about. If you send a sick application by email, then write the subject in the email's subject line box. Here are two examples: Leave Application Because of Flu Sick Leave Letter For Taking 10 Days Off for Sudden Diagnosis of Illness Begin by addressing the concerned person with a greeting. The greeting format differs from a hard copy letter to a soft copy letter in an email. If you are writing a letter on paper, use a standard letter format as follows – Sample: Dear [recipient's name] or Hello [recipient's name]. This is the most important part of your application. The initial two sentences of the first paragraph of the body have to be clear. You should provide a specific reason for applying for sick leave and state the cause and expected days off. Next, list the top priorities of work pending on your behalf and their current status. Also, name the person who will handle tasks when you are unavailable. If possible, mention your availability for urgent business calls. Provide a doctor's note specifying missed work dates if necessary. Here's how you can phrase the body of the letter: Sample: This is to inform you that I have a migraine and I will not be able to come to work for the next three days. I have informed Mr.X regarding the work that has to be done on an urgent basis, and i might be able to respond to calls or emails if my health permits or if my attention is needed on an urgent basis. I request that you kindly accept my request for sick leave for the aforesaid period. If you are informing your manager on short notice, thank your employer for their understanding and offer your apologies. For instance, I appreciate your support I thank you for understanding my situation I apologize for the inconvenience caused on such short notice and thank you for your understanding. End the application formally with- Yours sincerely, [Your Name][Signature] You can also use other complimentary notes such as "Best Wishes", "With Regards", or "Yours Truly." Whether or not a doctor's note stating your illness' cause is required will depend on your company's leave policy. Include it if required. To know how to write a general leave application, check out the leave application for office format and samples. Sick leave emails are more commonly used than sick leave letters. In this section, you will learn how to write sick leave applications via email for various reasons and situations. These samples are references for you to use when writing an application. In case a situation occurs when you get up in the morning and feel sick, here's a sample application for a one-day sick leave. To: [HR's Email Address]CC: [Manager's Email Address]BCC:Subject: Application for Sick Leave for One-DayDear [Recipient's First Name],I am requesting a sick leave today because I am not feeling well. I developed a fever last night. I think it would be better for me to take a day off to properly rest and recover.I have informed Ms.X that she will take over my duties today. However, I want to make it known that I am available for urgent calls or emails. Kindly allow me to take a day off from work. I apologize for the inconvenience I have caused on such short notice.Yours sincerely,[Your Name] You require a long period of recuperation when you are sick with a chronic problem. Learn how to write an application for the same with the help of the following illness leave application: To: [HR's Email Address]CC: [Manager's Email Address]BCC:Subject: Sick Leave Application for Chronic Medical Issue Dear [Recipient's First Name], I am writing to notify you that I will need to take sick leave from [date] to [data] due to jaundice. The doctor has advised that I take 15 days of rest to recover. I have spoken with Mr. Z about the important duties that must be completed and am confident that he will be able to handle any other remaining work during my time away. I will not be able to respond to any emails or calls on the advice of my doctor who believes that I require complete rest. I request your understanding with the same. I am hoping to return to work at the earliest. I kindly request you to grant me sick leave for the aforesaid period. If I will require an extension of sick leave, I will inform you in advance. I apologize for any inconvenience caused, and I will try my best to make up for any lost time. Thank you for your understanding and support. I look forward to returning to work soon. With Regards, [Your Name] In unfortunate circumstances, if you get an injury and want to take considerable rest, follow this sample for reference when drafting a leave application for medical reasons. To: [HR's Email Address]CC: [Manager's Email Address]BCC:Subject: Application for Sick Leave Due to InjuryDear [Recipient's First Name],I am writing to inform you that I am on sick leave due to an injury and fracture of my leg caused by an accident. The fracture requires at least 21 days of bed rest to heal. I expect to be on leave from [date] to [date]. Due to a mobility issue caused by the fracture, I will take time to return to the office. However, if there is an opportunity to work from home, I will communicate my availability after two weeks. I will contact [name] to inform him of project-related work to be completed during my absence. I will check emails regularly and make every effort to respond as needed. I request that you approve my request for sick leave for the above period. I enclose my doctor's prescription for approval of my application. I thank you for your support. Yours truly, [Your Name] When you have a viral fever and cannot go to work, you will have to take time off to rest. Here is a sample application for a leave of absence due to fever. To: [HR's Email Address]CC: [Manager's Email Address]BCC:Subject: Application For Sick LeaveDear [Recipient's First Name],I am writing the application to request sick leave from [date] to [date] as I am suffering from viral fever. The doctor has advised me to rest for four days to recover completely.Therefore, I have contacted [name] to inform them about my pending tasks. They have agreed to take over until my return. If you have any work-related questions, you can contact me at [phone number]. I request you to approve my sick leave application. Please find my doctor's prescription attached to this application.Thank you for your understanding.Yours truly,[Your Name] Here is a sample sick leave letter to use when you have to take care of an injured family member and are unable to come to work. To: [HR's Email Address]CC: [Manager's Email Address]BCC:Subject: Sick Leave Request to Care for an Injured Family MemberDear [Recipient's First Name],I am writing to inform you that my younger brother fell and injured his knee while playing basketball at school. He needs some time and care to get better. Therefore, I request you to grant me sick leave from [date] to [date].The doctor has advised him to complete bed rest for fifteen days. My parents are currently out of town, which is why I have to look after my brother.I will complete my pending work from home during this time. My co-workers [names] have agreed to help me with some work responsibilities to ensure we do not fall behind our targets. I will be available at [email address] for work-related queries.Kindly approve my sick leave application. I have attached all necessary medical documents with this application.Thank you for your support and understanding.Yours truly,[Your Name] Here is a sample sick leave application for the office in case you take a day off when you are suffering from anxiety and stress. To: [HR's Email Address]CC: [Manager's Email Address]BCC:Subject: Sick Leave Application Due to Anxiety and StressDear [Recipient's First Name],I am writing to notify you that I will need to take sick leave from [date] to [date] due to mental health issues. I have been experiencing anxiety and stress for a couple of days now, and my doctor has advised me to take ten days off work to focus on my mental well-being. I have spoken with [name of colleague] about my pending work. They have agreed to handle it during my absence. Since the doctor has given instructions to spend my time off in a calm environment, I would be unable to take calls or reply to emails.Kindly grant me the sick leave. I apologize for any inconvenience caused and will return positively on [date]. Please find my medical documents attached to the application. Thank you for your understanding and support. With Regards,[Your Name] It is important to provide honest information in the sick leave application while remaining professional. Here are some of the tips to follow to write an application for medical leave in the office: State the reason for your leave, whether it is for personal illness or taking care of a sick family member. Mention the specific dates you will be absent and the expected date of return. If possible, provide a doctor's note or any other supporting documents if you have to take sick leave for a long duration. A leave of absence for any reason may hamper the workflow. You should offer to complete any urgent tasks if you can manage them or delegate them to a colleague. You can also express your willingness to make up for any missed work or attend meetings remotely, if possible. Keep the tone of the application professional and polite. Remember to thank your employer for their understanding and support. You may be required to take sick leave on an urgent basis or for a long period, so you must send a well-written and apt application for sick leave. Use a formal tone of writing, and mention the reason and period of leave clearly and concisely. Include any relevant information related to your work so that your supervisor can take care of it. Also, learn how to write a half-day leave application, in case you only want half a day's leave due to sickness. Q1. What to include in a sick leave format? Answer: A sick leave format includes the recipient's address, subject line, duration of leave, the reason for leave, status of pending work, return date, signature, and your name. Q2. What is the importance of a sick leave application? Answer: Sick leave application allows you to take time off work and focus on recovery from your illness or injury. It showcases that you are responsible as an employee. The application is important for the employer because they can manage and reassign your work accordingly until your return to the office. Q3. How do I write a sick leave letter for two days? Answer: Here is how you can write sick leave for two days, "Dear [Manager's Name], I am writing to request a two-day sick leave from [date] because I am not feeling well due to a high fever and am unable to work. I have requested [Colleague's Name] to help with my pending work in my absence. I will return to work on [date]. Kindly, grant me the leave. Thank you for your understanding." Q4. What are some common mistakes to avoid when writing a sick leave application for the office? Answer: Some common mistakes to avoid when writing a sick leave application for the office are not proofreading the application, using a casual tone, sending the application late, and not including the relevant documents. Share on FacebookGet Your Dream Internship Share — copy and redistribute the material in any medium or format for any purpose, even commercially. Adapt — remix, transform, and build upon the material for any purpose, even commercially. The licensor cannot revoke these freedoms as long as you follow the license terms. Attribution — You must give appropriate credit , provide a link to the license, and indicate if changes were made . You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. ShareAlike — If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. No additional restrictions — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation . No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. When you're feeling unwell, the last thing you want to stress over is crafting a perfect sick leave application. But knowing how to write one effectively can make a world of difference, ensuring your message is clear, professional, and considerate of your employer's needs. A well-written sick leave letter not only formally informs your employer about your absence but also helps set expectations around your return and any immediate work arrangements. In this guide, we'll walk you through everything you need to know about writing a sick leave application, covering essential elements to include, tips on tone and wording, and a practical template to get you started. Whether you're sending an email or a written letter, you'll find an example to make the process easy, so you can focus on what matters most—your health. A sick leave letter is an official letter you send to your manager or HR Department to announce a sudden sickness. It's usually sent via email either by you or automatically by the HR software your company uses. A sick leave letter should include all the information your superiors need to know personal and contact data of the employee, date of request, the number of necessary sick days, contact data of the doctor who recommended the leave or a medical certificate, and other useful information. You don't have to include personal details about the sickness. However, it's probably a good idea to warn your superiors if your illness is contagious and affects your team. A sick leave letter properly documents your request for an extended leave of absence from work due to illness. It allows you to record the dates and specifics of your absence in writing so that everyone knows why and for how long you'll be gone. It will also act as evidence in your HR file in the future. In certain situations, a formal, written letter is required. It's a good idea to check with your HR department to see if they prefer a specific format. READ ALSO: How To Write an Application Letter Sample to NAFDAC in Nigeria (With no Experience) Here are the basic steps you can take to write a sick leave letter. Include: Your letter should be typed in 10- to 12-point font and have a margin of one inch on all sides of the text. Use an easy-to-read font as well, such as Times New Roman, Arial, or Helvetica. Put the date you intend to send the letter to your supervisor, HR manager or another party at the top left-hand corner of the page. Skip a line and then write the recipient's full name and title. Then write their office address, including the specific department they are in. Related Post: How to Write Address in Application Letter in 2024 (With Examples) The greeting in your sick letter should be professional and follow formal greeting conventions. Regardless of your relationship with the letter's recipient, avoid being overly informal in your greeting. Begin your letter simply with, "Dear Mr./Ms. [name]." 5. The body This is where you'll explain why you're sending the letter. Use direct language and convey your aim in the first or second sentence. If you know them or have a general notion, add the dates you plan to be away from work. Include specifics such as where you were with specific, high-priority projects and whether you will be available to contact your team while on leave. Let them know how to contact you if an emergency develops. If you intend to add a note from your doctor describing the dates they recommend you be away from work, you should include that information in the body of your letter. Express your appreciation for your employer's understanding. You may also want to add an apology if you're giving short notice. This is the part of the letter where you formally say goodbye. Some ideal complimentary closes are: Yours truly Best wishes Regards Sincerely If you are sending an email, simply type your name. If you're printing, mailing, or hand-delivering the letter, include a handwritten signature beneath the complementing close and write your name below. You may want to see How to Write Initials Correctly: Cool Ways to Write Your Initials If you have a note from your physician expressing that you need to stay home from work and the length of time, include that along with your letter. When writing a sick leave letter, it's essential to be clear, concise, and provide the necessary details. Here are 10 tips to help you create a well-structured and effective application: Start with a formal header containing your name, address, contact information, date, and the recipient's details (e.g., supervisor, HR manager). Begin your letter by explicitly stating that you are requesting sick leave. Mention the specific dates you need to be absent from work. Briefly explain the reason for your sick leave. You don't need to go into great detail but mention the illness or health condition that necessitates your absence. Honesty is crucial. If you're unwell, clearly state the symptoms you're experiencing and how they affect your ability to work. If applicable, include relevant medical details, such as the doctor's diagnosis, prescribed treatment, or the need for bed rest. Specify the dates for which you are requesting sick leave. Include both the start and end date of your absence. SEE ALSO: How To Write A Casual Leave Application Letter For Office Offer to delegate your pending tasks or responsibilities to a colleague during your absence. Assure them that you will complete pending tasks before your leave or promptly upon your return. Mention that you are adhering to the company's sick leave policy and will supply any appropriate documentation, such as a medical certificate if needed. Thank your employer or supervisor for their understanding and support. Recognize any inconvenience your absence may create and reassure them of your resolve to make up for missed time. Finish your application with a professional closure, like "Sincerely," and sign your name underneath it. Remember that each employer may have slightly different policies and procedures for seeking sick leave, so double-check your firm's HR standards to ensure you include all of the required information. Additionally, submit your application as soon as possible so that your company can plan for your absence. READ ALSO: How to Write a Medical Leave Application Letter | With Template and Example Subject: Sick Leave Required Dear Mr./Mrs. {Recipient's Name}, I am down with a fever and flu because of this I will not be able to come to the office for at least {X days}. As per my family doctor, it is best that I take rest and recover properly before resuming work. I have asked {colleague's name} to check on my clients and will try to periodically check my email if you need anything urgent. Please grant me leave for the aforementioned period. If you need additional information, please let me know. Yours Sincerely,{Your Name} Subject: Application for Sick Leave Dear Mr./Mrs. {Recipient's Name}, I am writing to let you know that I developed an acute case of food poisoning last night. I hoped it would go away by this morning, but it looks like I am still unwell. Please grant me leave for {X days} days so that I can take proper rest. I will join the office after {X days}, once my health comes back to normal. I have no immediate responsibility regarding the tasks and do not expect any urgencies. Awaiting your approval. Yours Sincerely,{Your Name} Subject: Leave Required Dear Mr./Mrs. {Recipient's Name}, I am emailing to inform you that I cannot make it to the office today{date} as I have come down with a case of flu. I am assuming the flu will take at least {X days} to go away. Thus, I will be back in the office on {date}. I will be available to answer emails and phone calls if you need urgent help, however, {Colleague's name} will handle my workload today to ensure all deadlines are met. Thank you for understanding. Yours Sincerely,{Your Name} How do you politely ask for sick leave? When requesting sick vacation, it is critical to maintain a professional and pleasant tone. Before submitting your sick leave letter to HR, we recommend speaking with your supervisor or manager to let them know what's going on; they'll appreciate being kept informed. Once you've notified them and had the chat, follow your company's sick leave procedure and submit your letter. How Should I Address My Supervisor in a Sick Leave Application? Address your supervisor formally, using a polite salutation like "Dear [Supervisor's Name]" or "Respected [Position Title]." If the workplace is less formal, you may choose to simply start with "Hi [Supervisor's Name]" in emails, but clarity and respect are key. Can I Send a Sick Leave Application via Email? Yes, sending a sick leave application via email is commonly accepted, especially in workplaces that prioritize quick communication. Ensure your subject line is clear (e.g., "Sick Leave Request") and that the body of your email follows a formal tone. When sending an email or a written letter applying for sick leave, find an example to make the process easy. This way, you only need to edit and fill in the personalized information. indeed.com – How To Write a Sick Leave Letter (With Template and Example) naukri.com – Application For Sick Leave (For Office) When unexpected illness strikes, it's important to prioritize your health and take the necessary time off work to recover. One of the most common ways to inform your employer about your absence is by writing a sick leave application. In this blog post, we will provide you with a comprehensive guide on how to write an effective sick leave application, along with five sample letters to help you in different scenarios. Understand Your Company's Sick Leave Policy: Before writing a sick leave application, familiarize yourself with your company's sick leave policy. Check whether there are any specific guidelines or procedures you need to follow. It's essential to adhere to your organization's protocols to ensure a smooth process. Use a Professional Format: When writing a sick leave application, maintain a professional tone and format. Include the current date, recipient's name, designation, company name, and address. Use a polite and concise language to convey your message effectively. Provide a Clear Subject Line: Include a subject line in your application to ensure it gets the attention it deserves. Mentioning "Sick Leave Application" or "Request for Sick Leave" in the subject line can help the recipient quickly identify the purpose of your email. Begin with a Polite Salutation: Start your sick leave application with a polite salutation addressing the concerned person or department. If you are unsure about whom to address it to, consider using a generic salutation such as "Dear [Department Name]". State the Purpose and Duration of Your Leave: Clearly state the reason for your absence and the duration of your sick leave in the body of your application. Be honest and straightforward about your illness, but remember to maintain a professional tone. If necessary, provide any supporting medical documentation to strengthen your case. Offer to Delegate Responsibilities: Show your commitment and dedication by offering to delegate your responsibilities to a colleague during your absence. This helps alleviate any concerns your employer may have about unfinished tasks or projects. Express Gratitude and Provide Contact Information: Conclude your application by expressing gratitude for the understanding and support of your employer. Additionally, provide your contact information, such as your phone number or email address, so that you can be easily reached if needed. Use Proper Closing and Signature: End your sick leave application with a professional closing, such as "Sincerely" or "Best regards," followed by your full name and signature. If submitting a physical copy, sign the letter by hand. If emailing, you can use a digital signature or type your name. Sample Sick Leave Application Letters: Simple Sick Leave Application: Dear [Supervisor/Manager], I am writing to inform you that I am feeling unwell and unable to come to work for the next two days, from [start date] to [end date]. I have seen a doctor who has advised me to take some rest and undergo a treatment regimen. I will provide you with the medical certificate upon my return. I understand that my absence might cause some inconvenience, but I have already informed my team members about the pending tasks, and they are ready to cover for me during this period. I will be accessible via email if there are any urgent matters that require my attention. Thank you for your understanding and support. I assure you that I will complete any pending work as soon as I return. Sincerely, [Your Name] Extended Sick Leave Application: Dear [HR Manager], I hope this email finds you well. I am writing to inform you that I have been diagnosed with a severe illness that requires an extended period of rest and medical treatment. My doctor has advised me to take a sick leave of four weeks, starting from [start date] to [end date]. I understand that my absence may pose some challenges, but I have already discussed this matter with my immediate supervisor, who has assured me of arranging suitable coverage during my absence. I will be in touch with my colleagues and provide assistance remotely whenever possible. Please find attached the medical certificate detailing my diagnosis and treatment plan. I will keep you updated on my progress and any changes in the expected duration of my leave. Thank you for your understanding and support. I look forward to returning to work once I have fully recovered. Best regards, [Your Name] Sick Leave Application for Surgery: Dear [Supervisor/Manager], I am writing to inform you that I will be undergoing surgery on [date]. As a result, I will need to take a sick leave for approximately [duration]. The surgery has been recommended by my physician, and it is essential for my overall health and well-being. I have already discussed this with my team members, and they have agreed to handle my responsibilities during my absence. I have complete faith in their capabilities to ensure a smooth workflow. Please find attached the relevant medical documents, including the doctor's recommendation and the surgery appointment letter. I will be available for any urgent matters that require my attention via phone or email. Thank you for your understanding and support during this time. I will keep you informed about my recovery progress and provide an update on my return as soon as possible. Sincerely, [Your Name] Sick Leave Application for a Family Emergency: Dear [HR Manager], I regret to inform you that an unexpected family emergency has arisen, requiring my immediate attention and presence. My [relation], [family member's name], has fallen seriously ill, and I need to provide them with care and support during this difficult time. I am requesting a sick leave of [number of days] starting from [start date] to [end date]. I understand the inconvenience this may cause, but I have discussed the situation with my colleagues, and they have agreed to assist in managing my workload during my absence. Please find attached the necessary documentation, including the medical reports and hospital admission details. I will be reachable via email if any critical matters arise that require my attention. Thank you for your understanding and consideration in this matter. I will keep you updated on any changes in the situation and my availability to return to work. Best regards, [Your Name] Sick Leave Application for Mental Health: Dear [Supervisor/Manager], I hope this email finds you well. I am writing to inform you that I am struggling with my mental health and need to take a sick leave to prioritize my well-being. I have been advised by my therapist to take a break for [number of days] starting from [start date] to [end date]. I understand that mental health concerns are often stigmatized, but it is crucial to address them promptly. I have informed my trusted colleagues about my situation, and they have kindly agreed to manage my workload during my absence. I believe that taking this time off to focus on self-care will allow me to return to work with renewed energy and productivity. I appreciate your understanding and support during this challenging time. Thank you for your consideration. Sincerely, [Your Name] Conclusion: Writing a sick leave application requires a professional approach while conveying your genuine need for time off due to illness. By following the tips and utilizing the sample letters provided in this comprehensive guide, you can effectively communicate your absence to your employer and ensure a smooth transition during your sick leave. Remember, your health should always be a priority, and taking time off to recover is essential for your well-being and productivity. Paid sick leave laws in the United States Paid sick leave is required Sick leave is not required and state law preempts local requirements No sick leave laws The United States federal government requires unpaid leave for serious illnesses, but does not require that employees have access to paid sick leave to address their own short-term illnesses or the short-term illness of a family member. However, a number of states and localities do require some or all employers to provide paid sick leave to their workers. Some jurisdictions allow for "safe leave", the use of sick leave for health and safety reasons related to domestic violence, sexual assault, stalking, and other forms of violence and harassment. Senator Kamala Harris talks about the importance of sick leave during the COVID-19 pandemic. A 2009 analysis from the Bureau of Labor Statistics (BLS) found that around 39 percent of American workers in the private sector do not have paid sick leave.[1] Around 79 percent of workers in low-wage industries do not have paid sick time.[2] Most food service and hotel workers (78 percent) lack paid sick days.[3] A 2008 survey reported that 77 percent of Americans believe that having paid sick days is "very important" for workers.[4] Some workers report that they or a family member have been fired or suspended for missing work due to illness.[5] A 2020 paper found that requiring paid sick leave in the US likely increased overall well-being.[6] When paid sick leave is required by law, workers tended to take two more days off work each year.[6] The US requires unpaid leave for serious illnesses through the Family and Medical Leave Act (FMLA). This law requires most medium-sized and larger employers to comply and, within those businesses, covers employees who have worked for their employer for at least 12 months prior to taking the leave.[7] As of 2025, 18 states and Washington DC require paid sick leave, while 32 states do not. 18 states preempt local governments from requiring paid sick leave. Some localities require paid sick leave.[8][9][10] States with paid sick leave laws State Date of taking effect Legalization method Connecticut January 1, 2012 Public Act No. 11-52 signed into law by Governor Dannel Malloy on July 1, 2011. California January 1, 2015 / July 1, 2015 Legislation signed into law by Governor Jerry Brown in 2014. Massachusetts July 1, 2015 Question 4 passed by voters in November 2014. Oregon January 1, 2016 Legislation (SB 454) signed into law by Governor Kate Brown in 2015. Vermont January 1, 2017 HB 187 signed into law by Governor Peter Shumlin on March 9, 2016. Arizona July 1, 2017 Proposition 206 (Fair Wages and Healthy Families Act) passed by voters in November 2016. Washington January 1, 2018 Initiative 1433 passed by voters in November 2016. Rhode Island July 1, 2018 Legislation signed into law by Governor Gina Raimondo in 2017. Maryland February 11, 2018 In January 2018, the State Legislature overrode a veto of Governor Larry Hogan.[11] New Jersey October 29, 2018 Legislation signed by Governor Phil Murphy on May 2, 2018 [12] Michigan March 29, 2019 In September 2018, the State Legislature approved a ballot initiative, effectively making it law.[13] Nevada January 1, 2020 Legislation signed by Governor Steve Sisolak on June 12, 2019.[14] Maine January 1, 2021 Legislation (LD 369) signed into law by Governor Janet Mills on May 28, 2019.[15] New York January 1, 2021 Legislation signed into law by Governor Andrew Cuomo on April 3, 2020.[16] Colorado January 1, 2021 / January 1, 2022 Legislation signed into law by Governor Jared Polis on July 14, 2020.[17] New Mexico July 1, 2022 Legislation signed into law by Governor Michelle Lujan Grisham on April 8, 2021.[18] Illinois January 1, 2024 Legislation signed into law by Governor J. B. Pritzker on March 13, 2023.[19] Minnesota January 1, 2024 Legislation signed into law by Governor Tim Walz on May 24, 2023.[20] Alabama does not require paid sick leave and preempts local governments from requiring it.[8][9] Alaska does not require paid sick leave.[8] All full-time, part-time, and temporary workers earn one hour of paid sick leave for every 30 hours worked. Employees of companies with 15 or more employees can accrue up to 40 hours a year, while employees of smaller companies can only accrue 24 hours a year. Companies are only required to allow employees to use their time off after being employed for 90 days.[8] Arkansas does not require paid sick leave and preempts local governments from requiring it.[8][9] All employees are entitled to earn one hour of paid sick leave every 30 hours after working 30 days. Employees can earn up to 48 hours a year, but companies can limit the amount one can use to 40. Unused hours are carried over. Companies are only required to allow employees to use their time off after being employed for 90 days. San Francisco, Oakland, Long Beach, San Diego, Emeryville, Santa Monica, Los Angeles, and Berkeley have more expansive requirements.[8][21] All employees earn one hour of paid sick leave for every 30 hours worked and can accrue and use up to 48 a year, with unused hours being carried over. If a public health emergency is declared, full-time workers are allowed an additional 80 hours off, while part-time workers are allowed an additional number of days equal to their average days worked a week or schedules to work in 14 days.[8] Companies with 50 or more employees are required to provide paid sick leave to hourly, service workers. Temporary or day workers are not included. Employees earn one hour off for every 40 hours worked and can use up to 40 hours a year, with unused hours carrying over.[8] Delaware does not require paid sick leave.[8] Florida does not require paid sick leave and preempts local government from requiring it.[8][9] Georgia does not require paid sick leave and preempts local government from requiring it.[8][9] Hawaii does not require paid sick leave.[8] Idaho does not require paid sick leave.[8] All employees are entitled to one hour of paid leave for every 40 hours worked and can accrue up to 40 hours per year. Leave can be used for any reason.[22] In addition, Cook County and its county seat of Chicago have local paid sick leave laws, although some municipalities have opted out. In those two localities, anyone, except government employees and some construction workers, who works more than 80 hours within 120 days can earn one hour off for every 40 hours worked. The maximum time off is 40 hours a year.[8] Indiana does not require paid sick leave and preempts local government from requiring it.[8][9] Iowa does not require paid sick leave and preempts local government from requiring it.[8][9] Kansas does not require paid sick leave and preempts local government from requiring it.[8][9] Kentucky does not require paid sick leave and preempts local government from requiring it.[8][9] Louisiana does not require paid sick leave and preempts local government from requiring it.[8][9] Companies with 10 or more employees are required to give employees one hour of paid leave for every 40 hours worked. Leave can be used for any purpose, but planned leave required 4 weeks notice. Only 40 hours can be used a year, with unused hours carrying over. Employers are only required to allow workers to take time off after being employed for 120 days.[8] Companies with 25 or more employees are required to give anyone who works over 12 hours a week paid sick and safe leave. Workers earn 1 hour of paid sick and safe leave every 30 hours and can use up to 40 hours a year. Unused time can be carried over, but employers can limit the number of accrued hours to 64. Local governments are preempted from enacting more expansive requirements as of January 1, 2017.[23] Montgomery County's sick and safe leave law, enacted on October 1, 2016, grants up to 56 hours of paid sick leave to anyone who works more than 8 hours a week and for a company with more than 5 employees.[24] All employers are required by Maryland law to inform their workers in writing the amount of available earned sick and safe leave.[25] In Montgomery County, this requirement may be satisfied by documenting available leave on pay stubs and/or through an online portal that workers can access.[24] Most employees who work for companies with more than 11 employees are entitled to 40 hours of paid sick leave after being employed for 90 days.[8] In 2015, Michigan preempted local governments from requiring paid sick leave,[9] but in 2018, they passed a law requiring paid sick leave for companies with 50 or more employees. Workers earn one hour of sick leave for every 35 hours worked. Up to 40 hours can be earned, but it can only be used after being employed 90 days.[8] Sandy Pappas speaking at an Earned Sick and Safe Time press conference with Peggy Flanagan. All employees are entitled to one hour of paid sick leave for every 30 hours worked and can accrue up to 48 hours per year.[20] In Duluth, companies with at least 5 employees are required to give workers up to 40 hours of sick leave per year. In Minneapolis, employees who work more than 80 hours are guaranteed 48 hours of sick leave, if they work for a company with 6 or more employees. In St. Paul, employees who work more than 80 hours are entitled to up 48 hours a year.[8] Mississippi does not require paid sick leave and preempts local government from requiring it.[8][9] Missouri does not require paid sick leave and preempts local government from requiring it.[8][9] Montana does not require paid sick leave.[8] Nebraska does not require paid sick leave.[8] Companies with 50 or more employees are required to give full-time employees sick leave. Temporary or seasonal employees are not included. Workers earn 0.01923 hours of paid leave for every hour worked, which can be used after 90 days of employment. Unused hours carry over.[8] New Hampshire does not require paid sick leave.[8] All companies are required to give up to 40 hours of paid sick leave per year for both full- and part-time employees, except per diem healthcare employees and unionized construction workers. Eligible employees earn one hour of paid sick leave for evert 30 hours worked and can use it after 120 days after being hired. Unused time can be carried over. Local governments are preempted from creating their own requirements.[8][9] Workers earn one hour of paid sick leave for every 30 hours worked and can use up to 64 hours per year, with unused hours being carried over.[8] Companies with 5 or more employees or a net income of more than $1M must provide paid sick leave. Both part- and full-time employees earn one hour off for every 30 hours worked and can use up to 40 hour a year. Employees of companies with more than 100 employees are entitled to 56 hours per year. Government employees are not covered. Unused hours can be carried over. Cities with a population of over one million can create more expansive requirements and both Westchester County and New York City have done so.[8] North Carolina does not require paid sick leave and preempts local government from requiring it.[8][9] North Dakota does not require paid sick leave.[8] Ohio does not require paid sick leave and preempts local government from requiring it.[8][9] Oklahoma does not require paid sick leave and preempts local government from requiring it.[8][9] Companies with 10 or more employees must provide up to 40 hours of paid sick leave per year, which can be used 90 days after being hired. Full-time, part-time, and temporary employees are covered and earn one hour off for every 40 hours worked. Although state law preempts local governments from creating their own requirements, companies with 6 or more employees must provide time off in Portland.[8][9] Pennsylvania does not require paid sick leave. In Philadelphia, companies with 10 or more employees must provide up to 40 hours of paid sick leave.[8] Pittsburgh requires companies with 15 or more employees to provide up to 40 hours, while small business employees are only entitled to 24 hours per year.[26] Companies with more than 18 employees must provide up to 40 hours of paid sick leave to full-time, part-time, and temporary employees. Workers earn one hour off for every 34 hours worked, which can be used after 90 days for full-time employees, 180 days for part-time employees, and 150 days for seasonal employees.[8] South Carolina does not require paid sick leave and preempts local government from requiring it.[8][9] South Dakota does not require paid sick leave.[8] Tennessee does not require paid sick leave and preempts local government from requiring it.[8][9] Texas does not require paid sick leave and preempts local government from requiring it.[8][9] Utah does not require paid sick leave.[8] Employees who work over 18 hours per week, on average annually, are entitled to up to 40 hours of paid sick leave. Both full- and part-time employees are covered, but it does not apply to seasonal employees, per diem healthcare workers, federal workers, and some state workers. New businesses are exempt for 12 months after hiring their first employee. Employees earn one hour off for every 52 hours worked, which can be used one year after being hired.[8] Virginia law mandates paid sick leave only for home health workers.[27] Employees earn one hour of paid sick leave for every 40 hours worked. There's no maximum number of hours than can be accrued, but only 40 hours can be carried over into the next year. SeaTac, Seattle, and Tacoma have more expansive requirements.[8] Companies with 24 or fewer employees are required to give up to 3 days of sick and safe leave per year, companies with 25 to 99 employees are required to give 5, and companies with 100 or more employees must provide 7. Time can be used after 90 days of employment and unused time can be carried over.[8] West Virginia does not require paid sick leave.[8] Wisconsin does not require paid sick leave and preempts local government from requiring it.[8][9] Wyoming does not require paid sick leave.[8] In August 2008, the National Opinion Research Center at the University of Chicago released their findings from a national public opinion poll on paid sick days.[28] 86 percent of people surveyed said they favor a basic paid sick day policy. 94 percent of self-identified liberals and 81 percent of self-identified conservatives believed that paid sick day should be a basic workplace right. 77 percent of respondents believed that paid sick days were very important. 63 percent of workers who do not have access to paid sick leave said they are concerned about not having paid sick days. 16 percent of workers report that they or a family member have been fired, suspended, or otherwise punished or that they would be fired if they missed work due to illness. 46 percent of respondents said they are more likely to vote for a candidate who supports paid sick days. The Healthy Families Act (HR 2460 / S 1152) would establish a basic workplace mandate of paid sick days so workers can take paid sick days to care for their health or the health of their families. The bill creates a minimum requirement that allows workers to earn up to seven days per year of paid leave to recover from illness, to care for a sick family member, or to seek preventative health care. It enables victims of domestic violence, stalking, and sexual assault to take paid time off to recover from incidents and seek assistance from the police or court. It also allows people to take time off to care for ill parents and elderly relatives, or to attend diagnostic or routine medical appointments. Employers with fewer than 15 workers would be exempt from the law. The Healthy Families Act would allow an additional 30 million workers to have access to paid sick leave from their jobs, including 15 million low-wage workers and 13 million women workers. If the bill were to become law, 90 percent of all American workers would have access to paid sick days (up from 61 percent currently).[29] A version of the bill was first introduced in 2004. Each session, it has gained support inside and outside of Congress.[citation needed] Congresswoman Rosa DeLauro and Senator Edward Kennedy reintroduced the Healthy Families Act in the 111th Congress in May 2009.[30] After Senator Kennedy's death, Senator Chris Dodd became the lead Senate sponsor of the Healthy Families Act. The bill currently has 125 co-sponsors in the House and 24 in the Senate. The Healthy Families Act was the subject of three hearings in the 111th United States Congress: House Education and Labor Committee's Workforce Protections Subcommittee hearing on the Healthy Families Act on June 11, 2009. Senate Committee on Health, Education, Labor and Pensions, Subcommittee on Children and Families hearing, "The Cost of Being Sick: H1N1 and Paid Sick Days," on November 10, 2009. House Education and Labor Committee hearing, "Protecting Employees, Employers and the Public: H1N1 and Sick Leave Policies," on November 17, 2009. The Obama Administration has testified in support of the bill.[31] First Lady Michelle Obama has spoken out on numerous occasions about the need for a paid sick day mandate.[32] The U.S. government guarantees federal employees 13 paid sick days a year.[33] ^ Bureau of Labor Statistics, Table 30. Leave benefits: Access, private industry workers, National Compensation Survey, March 2009. ^ Bureau of Labor Statistics, Table 30. ^ Vicky Lovell, Institute for Women's Policy Research, Women and Paid Sick Days: Crucial for Family Well-Being Archived June 17, 2010, at the Wayback Machine, 2007. ^ Tom W. Smith, Paid Sick Days: A Basic Labor Standard for the 21st Century Archived July 16, 2011, at the Wayback Machine, National Opinion Research Center at the University of Chicago, August 2008. ^ Smith, Paid Sick Days. ^ a b Maclean, Johanna Catherine; Pichler, Stefan; Ziebarth, Nicolas R (2020). "Mandated Sick Pay: Coverage, Utilization, and Welfare Effects". doi:10.3386/w26832. hdl:10419/216444. S2CID 210939849. {{cite journal}}: Cite journal requires |journal= (help) ^ National Partnership for Women and Families, The Family and Medical Leave Act (FMLA) Frequently Asked Questions, 2009. ^ a b c d e f g h i j k l m n o p q r s t u v w x y z aa ab ac ad ae af ag ah ai aj ak al am an ao ap aq ar as at au av aw ax "What state you live in affects whether you can call in sick to work". Fortune. Retrieved 2022-08-01. ^ a b c d e f g h i j k l m n o p q r s t u v "Workers' rights preemption in the U.S.: A map of the campaign to suppress workers' rights in the states". Economic Policy Institute. Retrieved 2022-08-01. ^ "State Family and Medical Leave Laws". www.ncsl.org. Retrieved 2022-08-01. ^ "Maryland flexes progressive Democratic muscles to override two Hogan vetoes". The Washington Post. January 12, 2018. ^ "New Jersey Becomes the 10th State to Require Paid Sick Leave". The National Law Review. Retrieved June 22, 2018. ^ Gray, Kathleen (November 28, 2018). "Michigan Senate guts minimum wage hike, paid sick leave". Detroit Free Press.