



POLICY: Paid Sick Time

<i>Original Implementation Date:</i>	06/2017	<i>Date Reviewed/ Revised:</i>	07/01/2026	<i>Area of Responsibility:</i>	Talent Solutions	<i>Version:</i>	3.0
						<i>Pages:</i>	2

PURPOSE: This policy governs how Sun Health allocates and administers paid sick time (PST) for all team members.

SCOPE: This policy applies to all Sun Health team members.

POLICY: PST is front-loaded annually on or about January 1st and upon hire, based on employment status. Full-Time and Regular Part-Time team members receive up to 40 hours per year of PST. Non-Benefit Part-Time, PRN, POOL, On Call and Seasonal team members will receive 20 hours per year of PST.

Approved Uses:

PST may be used for, but is not limited to:

- Personal illness, injury, or medical care.
- Illness, injury, or medical care of a family member, including a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling, whether biological, adopted, foster, step, or legal.
- A public health emergency.
- Absences related to domestic violence, sexual violence, abuse, or stalking — affecting the team member or a family member.

PST absences for the above reasons are considered excused under the Attendance Policy. Team members will not be disciplined or retaliated against for appropriate use of PST.

Requesting PST:

Team members should notify their supervisor of an absence and identify the absence as PST before their scheduled shift begins, or no later than two (2) hours prior, including the expected duration of the absence. On each additional day out, team members must check in with their supervisor. When utilizing PST, team members are expected to minimize operational disruption where possible.

Documentation:

Absences of three or more consecutive shifts may require documentation.

PST Usage:

PST balances will be visible but not available for use during the first 90 days of employment. Non-exempt team members may use PST in hourly increments or fractions thereof. Exempt team members must request PST in 8-hour increments; any gap will be covered by available PTO balances. PST is paid at the team member's regular rate of pay.

When PST Is Exhausted:

Once PST is exhausted, team members will be required to use available PTO. Employees without a PTO balance, or who do not accrue PTO, will take this time off without pay. PST will not be advanced against future benefits.

Coordination with Other Benefits:

Team members are responsible for applying for any applicable benefits (e.g., Arizona State Disability Insurance, workers' compensation). PST will be coordinated with such benefits so that total compensation does not exceed the team member's regular pay.

Separation of Employment:

Unused PST is not eligible for payout upon separation from employment.

DEFINITIONS: N/A**PROCEDURE: N/A****RELATED POLICIES AND REFERENCES:**

- A. Paid Time Off — Exempt (Salaried) Employees
- B. Paid Time Off — Non-Exempt (Hourly) Employees
- C. Attendance Policy
- D. Introductory Period Policy
- E. FMLA / Leave of Absence
- F. Military Leave
- G. Arizona Fair Wages and Healthy Families Act

APPENDICES:

- A. N/A