# Frontloaded Paid Sick Leave

**[Company name]** will provide each employee with a “*Notification of Frontloaded Paid Sick Leave*” form. This notification will provide details of the amount of paid sick leave hours that will be placed into the employee’s paid sick leave bank on **[specify date]**. It will include the calculations used to determine the frontloaded hours, the paid sick leave accrual year, and the employee’s eligibility details.

Unused frontloaded paid sick leave balances of 40 hours or less will carry over to the following year.

**[Company name]** will provide a written or electronic notification to each employee before eachperiod of frontloaded paid sick leave, providing the amount of paid sick leave frontloaded, and the calculation used to determine the amount of paid sick leave frontloaded.

If an employee’s frontloaded paid sick leave is less than the amount that they were entitled to accrue, **[company name]** will make any additional amounts of paid sick leave available for use by the employee as soon as practicable, but no later than 30 days after the discrepancy is identified.

If an employee uses more paid sick leave than the employee would have otherwise accrued absent frontloading, **[company name]** will not seek reimbursement from the employee for such paid sick leave used during the course of ongoing employment.