# Reasonable Notice for the Use of Paid Sick Leave

Employees must provide reasonable notice of an absence from work for the use of paid sick leave to care for themselves or a family member, which includes individuals who depend on the employee for care, because the employee’s child’s school or place of care is closed by order of a public official for any health-related reason, or due to a declaration of an emergency by a local, state, or federal government. Such notice must not interfere with an employee's lawful use of paid sick leave. Any information provided will be kept confidential.

**Note:** Verification may be required if an employee uses paid sick leave for more than three (3) consecutive days for which the employee was required to work.

## Reasonable Notice for Foreseeable Use of Paid Sick Leave

If an employee’s absence is foreseeable, the employee must provide notice to **[insert point of contact]** at least **[not more than 10]** days,or as early as practicable, before the first day paid sick leave is used.

* **[Company name]** may request that the employee submit an *Employee Notice for Use of Paid Sick Leave* form.
* If possible, notification should include the expected duration of the absence.

## Reasonable Notice for Unforeseeable Use of Paid Sick Leave

If an employee’s absence is unforeseeable, the employee must contact **[insert point of contact]** as soon as possible before the required start of their shift.

* As a best practice, and if circumstances allow, employees should provide notice as soon as the employee learns of the need for paid sick leave.
* In the event it is not practicable to provide notice of an unforeseeable absence, a person on the employee’s behalf may provide such notice.
* Ifpossible, this notification should include the expected duration of the absence.
* **[Company name]** may request the employee submit an *Employee Notice for Use of Paid Sick Leave* formon the day of the employee’s return from paid sick leave.

# Reasonable Notice for Use of Paid Sick Leave for Domestic Violence Leave

## Reasonable Notice for Foreseeable Use of Paid Sick Leave

An employee must give advance oral or written notice to **[insert contact]** as soon as possible for the foreseeable use of paid sick leave to address issues related to the employee or the employee’s family member being a victim of domestic violence, sexual assault, or stalking.

## Reasonable Notice for Unforeseeable Use of Paid Sick Leave

If an employee is unable to give advance notice because of an emergent or unforeseen circumstance related to the employee or the employee’s family member being a victim of domestic violence, sexual assault, or stalking, the employee or their designee must give oral or written notice to **[insert contact]** no later than the end of the first day that the employee takes such leave.

**Note:** Verification may be required if an employee uses paid sick leave for more than three (3) consecutive days for which the employee was required to work.