1. What is the City of Pittsburgh Paid Sick Days Act?
The Paid Sick Days Act is an ordinance in the City of Pittsburgh that enhances the public health by ensuring that Covered Employees are guaranteed the opportunity to receive time off that may be used for employee health care or the health care of a family member.

2. Who is eligible for Pittsburgh Paid Sick Days Act?
Employees working in the geographic boundaries of Pittsburgh who are currently not eligible for paid time off through the university. This may include staff and faculty as well as student workers.

3. What are the geographic boundaries of the City of Pittsburgh?
The City of Pittsburgh maintains a list of zip codes within the geographical boundaries of the City (for taxation purposes). Please be advised that certain zip codes are only partially within the City’s geographic boundaries. You can definitively determine whether a location is within the geographic boundaries of the City of Pittsburgh by visiting this map. On this page, you can type your address into the search bar and see if your address is within the City boundary.

4. What is the effective date of the Act?
The effective date of the Act is March 15, 2020.

5. How do I receive paid sick time under the Act?
Employees working 35 hours within the City are eligible for time off under the act. Non-Exempt employees will accrue 1 hour of paid sick time for every 35 hours worked and are permitted to accrue no more than 40 hours of paid sick time in a calendar year. Exempt employees will receive a front loaded balance of 40 hours at the beginning of each calendar year.

6. When can I begin using the paid sick time?
All eligible employees may begin to use their accrued time beginning on the 90th day following the start of their employment.
7. **What kind of absence(s) from work can the paid sick time be used for?**
   The paid sick time can be used to care for an employee’s or their family member’s illness, injury or health condition and also the closure of the university due to a public health emergency as outlined in the Act. For more information on covered family members, please visit the [City's website](#).

8. **I work remote from my home. Am I eligible for paid sick leave?**
   Remote workers who work from a location outside the geographic boundaries of the City of Pittsburgh are not eligible for paid sick leave. However, a remote worker with a remote work location within the geographic boundaries of the City of Pittsburgh is eligible to receive paid sick leave. Only the work performed within the geographic boundaries City of Pittsburgh will be included in the computation of accrued paid sick time. Accrued paid sick time may not be used when working outside the geographic boundaries of the City of Pittsburgh.

9. **I work remote, but often travel to Pittsburgh for work. Am I eligible for paid sick leave?**
   If you worked a minimum of 35 hours with the geographic boundaries of City of Pittsburgh you will be eligible and you will accrue paid sick hours. In such cases, only the work performed within the geographic boundaries of the City of Pittsburgh will be included in the computation of accrued paid sick time. Accrued paid sick time may not be used when working outside the geographic boundaries of the City of Pittsburgh.

10. **If I leave the university and still have a balance of paid sick time, will it be paid out upon my separation?**
    No. Unused paid sick time is not paid out upon an employee’s separation of employment.

11. **Can I use the paid sick time in less than full or half day increments?**
    Yes. You may use your paid sick time in hourly increments if needed.

12. **How can I request to use the paid sick time?**
    You will submit a Workday request via the Pay worklet/application, the same one used to submit time worked. For detailed instructions, please refer the [Pittsburgh Sick Days Act system guide](#).

13. **I am graduate student Teaching Assistant or Research Assistant who receives a stipend from my academic program. Am I eligible for paid sick leave?**
    No. Graduate students who receive a stipend as a part of their academic program are not eligible for paid sick leave.

14. **I am a full-time staff member who receives PTO Benefits. Why am I not eligible for paid sick time under the Pittsburgh Paid Sick Days Act?**
    The Pittsburgh Sick Days Act does not apply where the employer provides equivalent or greater paid time off benefits. The university’s [PTO Benefits](#) exceed the minimum requirements of the Pittsburgh Sick Days Act. As such, employee who are eligible for PTO are not eligible for paid sick time.