

# GREENLINK PAYROLL

# HEY JUDE



## Can't Put it Off Any Longer and No Getting Out of It

Last month, the Arizona Supreme Court turned down the claim that Proposition 206 was unconstitutional. Now all businesses in Arizona – big and small are required to provide paid sick leave to their employees based on the employer's size and the number of hours the employee works. I've provided some information in a past "Hey Jude" blog titled, "Let's Talk In the New Year".

The law goes into effect July 1, 2017 – less than 3 months from now, so we can't put it off any longer. But now it is time to get serious and find out where your company stands and the steps they need to ensure its compliance.

If you have an existing time off policy and the accrual rate is equal to or more than the new law – it may be compliant if:

- It applies to all employees (full and part time and even temporary) as the time employees receive is based on every 30 hours they work – if not you will need to include employee groups not currently eligible
- Is set up in your payroll system as the accruals must be visible on their pay stub
- Your handbook or other documents are consistent with the new law
- You allow employees to use their paid time off for the same reasons the new law requires
- You post the new required posters (they can be found on the AZ Industrial Commissions website in PDF format)

If you have questions, call us. We can perform a quick audit and ensure you are set up. There will be a nominal one-time set up fee.

If you don't have an existing time off benefit that includes paid sick leave you aren't compliant and will need to:

- Determine how you will comply
  - How will you define the "year" in which employees accrue the time off
  - How you will track the hours each employees works
- Review the new requirements and develop a policy and procedure to ensure you are compliant
  - Include time off request procedure
  - Reasons why employees can take time off
  - Set up accrual process in payroll system
  - Update employee handbook
  - Post required posters (they can be found on the AZ Industrial Commission's website in PDF format)

If you don't have an existing time off benefit or need more help than just answering questions, say "Hey Jude I need help" to [j.williams@greenlinkpayroll.com](mailto:j.williams@greenlinkpayroll.com) to find out more about our consulting services to ensure your company's compliance.

- *Jude*

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