



## MA Sick Leave Compliance Form

As of July 1, 2015, all MA employers MUST accrue sick time for ALL employees at a rate of 1 hour per 30 hours physically worked with an annual cap of 40 sick hours. To help our clients maintain compliance with the new law, we can track the accruals for your company, and provide a report with the totals each pay period.

Client Code: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

### Sick Leave Accrual Options Available (please choose one)

Accrue 1 sick hour for every 30 hours physically worked each payroll

- This plan will give employees whole hours when earned

Accrue 0.03 sick hours for each hour physically worked each payroll.

- $1 \text{ hour} \div 30 \text{ hours} = 0.033334$

- This plan will allow employees to receive fractions of hours

January 1 of each year give all employees a lump sum of 40 sick hours to use annually.

- Balance will decrease as sick hours are used

Due to the unforeseen additional time spent gathering information, setting up new payroll codes, and testing the results, there will be a one-time fee of \$24.95

### Non-Hourly Paid Employees

To maintain compliance under the MA Sick Leave Law, we will need to know how many hours each non-hourly paid employees' wage represents each payroll. Please list all non-hourly employees on your payroll roster and indicate how many hours per pay period those wage represent.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please list ALL non-hourly paid employees and the hours worked that the wages per pay represent on the following chart.

	Employee Name	Hours Worked
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		