

Earned Paid Sick Time Off:

Earned paid sick time off (EPSTO) may be used as per Arizona law. EPSTO will accrue at the rate of one hour of paid sick time for every thirty (30) hours worked, with a maximum of 24 hours of EPSTO per year. Any unused EPSTO shall be carried over to the following year. You must give 48 hours' notice to use your EPSTO and will be paid at the next scheduled payroll period. Notice must be in writing and given to Sue Morton, President of The Morton Group (TMG). In the event you terminate your employment with TMG, either voluntarily or involuntarily, you will not be paid for any remaining EPSTO you may have left, additionally any EPSTO earned expires after 90 days of your last day worked.

For additional information regarding the Act, you may refer to the Industrial Commission's website at www.azica.gov or contact the Industrial Commission's Labor Department: 800 W. Washington, Phoenix, AZ 85007-2022; (602) 542-4515.

REQUEST FOR EARNED PAID SICK TIME

Name: _____ **Date:** _____

Date(s) and Hours Requested:

_____ to _____

Date

Date

Hours

Hours Earned To Date: _____ **Hours Remaining:** _____

Submitted to The Morton Group on _____

Date

Employee Signature