



Executive Order 13706

Paid Sick Leave for Federal Contractors

May be used for

- Physical or mental illness, injury, or medical condition of the employee
(when you don't feel well)
- Obtaining diagnosis, care, or preventive care from a health care provider by the employee
(when you need to see the doctor)
- Caring for the employee's child, parent, spouse, domestic partner, or any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship who has any of the conditions or need for diagnosis, care, or preventive care described above for employee
(when a family member* doesn't feel well/ needs care, or needs to see the doctor/ needs you to go to a doctor's appointment with them)
- Domestic violence, sexual assault, or stalking, if the time absent from work is for the purposes described above or to obtain additional counseling, seek relocation, seek assistance from a victim services organization, take related legal action, or assist an individual related to the employee* in engaging in any of these activities
(when the employee or a family member* must deal with the issues described in this paragraph)
***Includes someone whose close association with the employee is the equivalent of a family relationship**

Requesting Sick Time Use

- A request may be made orally or in writing
- Must be made at least 7 calendar days in advance where the need for the leave is foreseeable, and in other cases as soon as is practicable.
(ask in advance if you know, ask ASAP if you didn't)
- A contractor is **required** to communicate any denial of a request to use paid sick leave **in writing, with an explanation for the denial**—which **cannot be based** on whether the employee has found a replacement worker or **on the contractor's operational needs.**
(you must be informed, in writing, why your request to use sick leave is denied)

Certification or Documentation of the Need to Use Leave

- A contractor may require certification **only for absences of three or more consecutive full days** **(you cannot be asked to provide documentation for anything less than three days absence)**
- **Employee must have received notice of the requirement to provide certification or documentation before he or she returns to work.**
- If paid sick leave is used for the physical or mental illness, injury, or medical condition of the employee; obtaining diagnosis, care, or preventive care from a health care provider by the employee; or caring for the employee's child, parent, spouse, domestic partner, or any other individual related by blood or affinity, certification must be issued by a health care provider.
- If the paid sick leave is used for an absence resulting from domestic violence, sexual assault, or stalking, documentation could be from a health care provider, counselor, representative of a victim services organization, attorney, clergy member, family member, or close friend; and self-certification is also permitted.
- Records relating to medical histories shall be maintained as confidential records, and contractors are prohibited from disclosing any verification information and are required to maintain confidentiality about domestic abuse, sexual assault, or stalking, unless the employee consents or when disclosure is required by law.

Interaction with Other Laws and Paid Time Off (PTO) Policies

- Paid sick leave may be substituted for (that is, may run concurrently with) unpaid FMLA leave
- All notices and certifications that satisfy FMLA requirements will satisfy the request for leave and certification requirements

For additional information, visit the Wage and Hour Division Website, www.wagehour.dol.gov, and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4-USWAGE (1-866-487-9243).