



SICK TIME CALENDAR

Employee Name: _____ Date of submission: ____/____/____ Co-Employer Name: _____

SICK TIME BENEFIT	Day	Date	Scheduled Time In	Scheduled Time Out	Co-Employer Signature
<p>What is it? For every 30 hours of work that you were paid for; 1 hour of sick pay is earned, up to a limit of 40 hours in 1 year.</p> <p>When do you use it? Hours can ONLY be used when you call off your assignment due to sickness, after 90 days of being hired.</p> <p>How will I know how many hours I have in my Sick Pay Bank? Accrued sick hours will be on your paycheck stub. You are limited by the hours accrued, up to 40 hours in 1 year.</p> <p>How do I claim my sick pay hours? Send your sick time calendar to: payroll@cfms1.com</p>	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
TOTAL HOURS:					

Please return your sick time calendar to: payroll@cfms1.com