



**Paid Sick Leave Request Form**  
(You are eligible for Paid Sick Leave after 90 days of employment)

Paid Sick Leave Requests must be returned by the end of the current pay period. If they are received any time after, the paid sick time will be paid out the following pay period

**Name:**

**Company Assigned:**

**Email Address:**

**Phone Number:**

**Date you were out of the office (MM/DD/YY):**

**How many Paid Sick Time Hours would you like to use?**  
(Only available hours will be paid out)

**How many hours total were you out of the office:**

**Any other details we would need to know with your request?**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**Instructions on how to enter time in ADP when requesting Paid Sick Leave:**

1. For days that you are requesting to use "Paid Sick Time" leave those days (only those days) **BLANK** in ADP. Please complete the rest of your timecard for that week as normal.
2. IQ Pipeline's Accounting & Payroll department will enter your requested sick time hours for you once we receive the completed request form and/or verbal request.

**Thank you for completing the request form in a timely manner!**