



2250 Hickory Road  
Suite 240  
Plymouth Meeting, PA 19462  
800-879-4471

I have read and understand both of the following documents:

1. The Massachusetts Employee Notification of Earned Sick Time
2. GHR's MA Paid Sick Time Provisions

I have had the opportunity to call GHR's Human Resources' Department with any questions I may have on their provisions, including using sick time before/after a holiday provision. I also understand that any fraudulent use of paid sick time, will include disciplinary action, up to and including termination from the Company.

Name (print): \_\_\_\_\_

Name (signature): \_\_\_\_\_

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

I am requesting the following day/s off under NJ's Paid Sick Leave Law:

**Date/s:**

	# of Days	From	To
<b>Sick Leave</b>	_____	____/____/____	____/____/____

**Reason for Request (if unforeseeable):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name (print): \_\_\_\_\_

Name (signature): \_\_\_\_\_

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

**OFFICE USE ONLY**

Approved     Denied, Reason for Denial: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Hours Approved: \_\_\_\_\_ Hours Left in 2020: \_\_\_\_\_