



## Policy and Procedure # 716

### **Paid Sick Leave**

Approval: \_\_\_\_\_ Effective Date: 1/1/18

#### **POLICY:**

Paid sick leave is available for non-exempt employees to care for their health and the health of their family members.

#### **PROCEDURE:**

##### 1. Accrual of Paid Sick Leave

- a. Paid sick leave begins to accrue at the start of employment.
- b. Employees accrue paid sick leave at a rate of one (1) hour for every 40 hours worked. There is no cap on the number of paid sick leave hours that may be accrued in a year.

##### 2. Authorized Uses of Paid Sick Leave

- a. Paid sick leave may be used for the following:
  - i. An employee's mental or physical illness, injury or health condition;
  - ii. Preventive care such as a medical, dental or optical appointments and/or treatment;
  - iii. Care of a family member with an illness, injury, health condition and/or preventive care such as a medical/dental/optical appointment;
  - iv. Closure of the employee's place of business or child's school/place of care by order of a public official for any health-related reasons;
  - v. If the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.
- b. Authorized use of paid sick leave for domestic violence, sexual assault or stalking includes:
  - i. Seeking legal or law enforcement assistance or remedies to ensure the health and safety of employee's and their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking.
  - ii. Seeking treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking.
  - iii. Attending health care treatment for a victim who is the employee's family member.
  - iv. Obtaining, or assisting the employee's family member(s) in obtaining, services from: a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault or stalking.



## Policy and Procedure # 716

### **Paid Sick Leave**

- v. To obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault or stalking.
  - vi. Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.
- c. Family members included in this policy
- i. "Family member" is defined as a child or parent (including biological, adopted, foster, step or legal guardian), a spouse, registered domestic partner, spouse's parent, grandparent, grandchild or sibling;
3. Carryover of Paid Sick Leave Hours
- a. Unused accrued paid sick leave hours will carry over to the following year.
4. Eligibility to Use Accrued Paid Sick Leave
- a. Employees are eligible to use accrued paid sick leave 90 days after starting their employment.
5. Increments of Use for Paid Sick Leave
- a. Employees are allowed to use paid sick leave in increments of 15 minutes.
6. Rate of pay when using paid sick leave
- a. Paid sick leave hours will be compensated at an employee's regular rate of pay, excluding overtime rates.
  - b. Employees may only use paid sick leave hours for regularly scheduled shifts.
  - c. Paid sick leave hours will not count towards the calculation of overtime.
7. Payroll
- a. Employees will be notified of their paid sick leave balances each month on their pay stub including:
    - i. Accrued paid sick leave since the last notification
    - ii. Used paid sick leave since the last notification
    - iii. Current balance of paid sick leave available for use
8. Separation from Employment
- a. If an employee decides to leave, EFI will pay up to 180 hours of accrued sick leave , under the following conditions:
    - i. Be employed for 5 or more years by EFI,



## Policy and Procedure # 716

### **Paid Sick Leave**

- ii. Two weeks written notice of their intent to leave
    - iii. Work all scheduled days during that two weeks .
  - b. Exceptions may be made with approval from the CEO. Under no circumstances will employees be paid their accrued paid sick leave if they are terminated for cause including abandonment of employment.
- 9. Reinstatement of Employment
  - a. If an employee leaves employment and is rehired within 12 months of separation, any accrued, unused paid sick leave that was not reimbursed at the time the employee left employment will be reinstated to the employees paid sick leave balance.
  - b. If an employee is rehired within 12 months of separation, the employee will not be required to wait another 90 days to use the accrued paid sick leave if the employee met that requirement during the previous period of employment. If an employee did not meet the 90-day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked for Exceptional Foresters, Inc. will count towards the 90 days for purposes of determining the employees eligibility to use paid sick leave.
- 10. Retaliation prohibited
  - a. Any discrimination or retaliation against an employee for lawful exercise of paid sick leave rights is not allowed. Employees will not be disciplined for the lawful use of paid sick leave.
  - b. If an employee feels they are being discriminated or retaliated against, the employee is encouraged to contact Human Resources.