

PAID TIME OFF AND OTHER LEAVE POLICIES

SICK LEAVE

Rate of Accrual

- **Part-Time Employees:**

Paid sick/personal leave benefits are earned at a rate of one (1) hour of paid sick leave time for every thirty (30) hours worked. Part-time employees may earn up to a maximum of forty (40) hours of sick leave time per year.

- **Full-Time Hourly and Salaried Employees:**

Full-time hourly and salaried employees are given forty (40) hours of paid sick leave on a prorated basis during their first year of employment. On January 1, following the initial date of hire, full-time hourly and salaried employees will receive (40) hours of paid sick leave each new benefit year. A benefit year begins on January 1 and ends on December 31.

Date of Accrual

- **Part-Time Employees:**

A Part-Time employee will begin to accrue paid sick leave beginning on their first day of employment but may not begin to use accrued paid sick leave until one hundred twenty (120) days after their initial date of hire.

Part-Time employees may carry over no more than forty (40) hours of accrued unused paid sick leave time from one benefit year to the next. Part-Time employees, however, will not be permitted to use, carry over and/or accrue more than forty (40) hours of paid sick leave time per benefit year.

- **Full-Time Hourly and Salaried Employees:**

Because Full-Time hourly and salaried employees are given forty hours (40) hours of sick/personal leave time at the commencement of each new benefit year, they will not be permitted to carry over any earned but unused time from the previous benefit year.

How Sick Leave May Be Used

Sick Leave may be used for the following reasons:

- Diagnosis, care, or treatment of, or recovery from, an employee's own mental or physical illness, including preventive medical care;

- Aid or care for a covered family member during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, including preventive medical care;
- Circumstances related to an employee's or their family member's status as a victim of domestic or sexual violence (including the need to obtain related medical treatment, seek counseling, relocate, or participate in related legal services);
- Closure of an employee's workplace or of a school/childcare of an employee's child because of a public official's order relating to a public health emergency; and
- Time to attend his or her child's school-related conference or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

Notice Requirements:

Foreseeable Absences: If an employee needs to use earned sick leave that may be planned for in advance, the HPG requires seven (7) days' advanced notice of the intention to use the leave and its expected duration.

Unforeseeable Absences: HPG requires employees to give notice of an unforeseen need to use sick leave as soon as practicable.

Funeral Leave

[insert name of local unit] will provide reasonable time off for employees to attend funerals of friends and loved ones. In the event of a death in the immediate family of the employee, up to 3 days paid time off may be granted to attend to family matters and funeral arrangements. Additional unpaid time off may also be granted.

Jury Duty

Notify Management if you are summoned for jury duty. Time off from work will be granted as necessary in compliance with applicable law.

Military Duty

In accordance with requirements of law, ***[insert name of local unit]*** will provide military leave of absence and reinstatement for qualifying employees.