Sick Days

Sick days are intended to provide income in the event that a non-work related personal illness or injury prevents an employee from performing his/her job. When calling in sick, employees must speak directly to a supervisor. A statement from a physician must be provided to the Office of Human Resources after three or more consecutive sick days.

Sick leave is not part of salary or wages to which an employee is entitled regardless of need; it is not payable upon termination.

Supervisors have the principal responsibility for the proper and consistent application of the sick leave policy. Abuse of sick leave in any form can have serious impact on the morale and effectiveness of all members of a group or office.

Employees may use up to six (6) sick days of their total accumulated sick days for the following purposes: (1) to care for a physical or mental illness, injury or medical condition affecting an ailing member of their immediate family or member of their household. "Immediate family" is defined as parents, grandparents, stepparents, stepchildren, sister, brother, child, spouse, domestic partner or other member of the immediate household; or (2) to attend routine medical appointments of their child, spouse, parent, or parent of a spouse.

Non-Exempt (Hourly) Staff

Paid sick days eligibility begins after successful completion of the three month introductory period. Upon continued service, one sick day per month is accrued until the following June 30th. On July 1st employees are credited with twelve (12) sick days for the coming fiscal year. Unused sick days may be carried over to the next year to accumulate a maximum of 20 sick days.

Sick Days Example for Part-time Non-Exempt (Hourly) Staff

If a part-time employee works 30 hours a week for 52 weeks in a department where his/her non-exempt co-workers work 37.5 hours per week, sick time would be determined as follows:

\[
30 \times 37.5 \times 90 = 72 \text{ hours}
\]

Once the amount of available sick time is determined, the part-time employee is allowed to use up to one half (1/2) of the total accumulated sick time to care for a member of his/her immediate family or member of his/her household.

Exempt (Salaried) Staff

Full-time employees who have successfully completed the 6-month introductory period are eligible for unlimited sick days, subject to review by a supervisor, and in the case of an extended illness or injury subject to medical review and approval. Beginning the day a non-work related accident or illness occurs, monthly income benefit payments provide 100% of your base monthly
earnings for a maximum of 26 weeks. Full-time employees may use up to six (6) sick days, for the following purposes: (1) to care for a physical or mental illness, injury or medical condition affecting an ailing member of their immediate family or member of their household. "Immediate family" is defined as parents, grandparents, stepparents, stepchildren, sister, brother, child, spouse, domestic partner or other member of the immediate household; or (2) to attend routine medical appointments of their child, spouse, parent, or parent of a spouse.

**Temporary Staff- JULY 1**

Effective July 1, 2015 temporary employees are eligible to accrue and use sick time for every 30 hours worked.

- *Current Temporary Employees* - Eligible to start accruing and using sick time on July 1, 2015
- *Future Hires after July 1, 2015* - Eligible to start accruing and using sick time after their 90th calendar day of employment.

<table>
<thead>
<tr>
<th>HOW IT IS EARNED?</th>
<th>WHEN CAN IT BE USED?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Employees earn 1 hour of sick time for every 30 hours they work</td>
<td>• An employee can use sick time when the employee or the employee’s child, spouse, parent, or parent of a spouse is sick, has a medical appointment, or has to address the effects of domestic violence.</td>
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<tr>
<td>• Employees can earn and use up to 40 hours per year if they work enough hours.</td>
<td>• The smallest amount of sick time an employee can take is one hour</td>
</tr>
<tr>
<td>• Employees with unused earned sick time at the end of the year can rollover up to 40 hours.</td>
<td>• Sick time cannot be used as an excuse to be late for work without advance notice of a proper use</td>
</tr>
<tr>
<td>• Employees begin earning sick time on their first day of work and may begin using earned sick time 90 days after starting work.</td>
<td>• Use of sick time for purposes is not allowed and may result in an employee being disciplined.</td>
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*More information about the Mass Sick Time Law can be found at the link below*


- This sick time is not eligible for sick time exchange.