

## **SICK LEAVE**

Applicability: This policy applies to those employees who satisfy the eligibility criteria for paid sick leave.

### **I. Sick Leave Earnings and Accruals for Employees Who Work at Least 20 Hours per Week.**

#### **A. Exempt Employees**

Exempt employees hired on or after February 1, 1982 shall earn paid sick leave on the basis of 1¼ days per month prorated to the number of scheduled hours per week, accrued on a weekly basis. Exempt employees hired prior to February 1, 1982 shall earn 1½ sick days per month prorated to the number of scheduled hours per week, accrued on a weekly basis. Employees will stop accruing when they reach the maximum annual accrual.

Sick leave may be accumulated to an unlimited amount.

#### **B. Non-Union, Non-Exempt**

##### **1. Employees hired before February 1, 1982 will earn either:**

- a. 1 hour for every 40 hours actually worked, accrued on a weekly basis; or
- b. 1½ days per month prorated to the number of regularly scheduled hours per week, accrued on a weekly basis.

Employees will accrue the greater of subsection (a) or (b) above until a total of 40 hours has been accrued. Once an employee accrues 40 hours per calendar year, he/she will continue to accrue on a weekly basis at the rate of 1½ days per month prorated to the number of regularly scheduled hours until he/she reaches the maximum annual accrual.

##### **2. Employees hired on or after February 1, 1982 will earn either:**

- a. 1 hour for every 40 hours actually worked, accrued on a weekly basis; or
- b. 1¼ days per month prorated to the number of regularly scheduled hours per week, accrued on a weekly basis.

Employees will accrue the greater of subsection (a) or (b) above until a total of 40 hours has been accrued. Once an employee accrues 40 hours per calendar year, he/she will continue to accrue on a weekly

basis at the rate of 1¼ days per month prorated to the number of regularly scheduled hours until he/she reaches the maximum annual accrual.

Sick leave may be accumulated to an unlimited amount.

### **3. Union Employees**

Union employees who are regularly scheduled to work 20 or more hours per week will earn either:

- a. 1 hour for every 40 hours actually worked, accrued on a weekly basis; or
- b. 1 day per month prorated to the number of regularly scheduled hours per week, accrued on a weekly basis

Employees will accrue the greater of subsection (a) or (b) above until a total of 40 hours has been accrued. Once an employee accrues 40 hours per calendar year, he/she will continue to accrue on a weekly basis at the rate of 1 day per month prorated to the number of regularly scheduled hours until he/she reaches the maximum annual accrual.

Sick leave may be accumulated to a maximum of 120 days.

Please consult the Union Contract for more specific sick leave provisions. To the extent that a conflict exists between this policy and the Union contract, the more generous provision shall apply.

## **II. Sick Leave Earnings and Accruals for Non-Exempt Employees Who Work Less Than 20 Hours Per Week.**

Employees who are regularly scheduled to work less than 20 hours per week will earn paid sick leave at the rate of 1 hour for every 40 hours worked accrued on a weekly basis to a maximum of 40 hours per calendar year. The total amount of leave available for use in any calendar year shall be 40 hours. Employees shall accrue paid sick leave based on hours actually worked (in other words, there shall be no accrual of sick leave when other paid benefit time is used).

Employees may carry over up to 40 hours per calendar year. No employee who receives sick leave pursuant to this section shall be entitled to use more than 40 hours of sick leave in a calendar year. Such employees may use their sick leave benefit in increments of one-hour or more.

Substitutes and per diem employees are not eligible to earn, accrue or use paid sick leave.

### **III. Use of Sick Leave.**

An employee may use such sick leave for the following purposes: (a) illness or injury of the employee, the employee's spouse or the employee's child; (b) exposure to contagious disease in the employee's immediate household; (c) medical or dental appointments for which arrangements cannot be made outside of working hours and (d) for medical care and for other reasons related to family violence or sexual assault. Depending upon the reason for sick leave, employees may also qualify for leave under FMLA.

Oak Hill will not provide paid sick leave unless the reasons for the need for leave fall within the above-stated reasons. Oak Hill may require proof of illness or other reason for use of sick leave.

### **IV. Notice Provisions**

If an employee's need to use sick leave is foreseeable, the employee will be required to provide seven (7) days' advance notice prior to the date such leave is to begin. If the need for leave is not foreseeable, employees must provide notice in accordance with Oak Hill's Attendance Policy.

### **V. Retaliation Prohibited.**

Oak Hill shall not retaliate or otherwise discriminate against any employee because the employee requests or uses paid sick leave in accordance with this Policy or files a complaint with the Connecticut Department of Labor regarding a request for leave under this Policy. Employees may be subject to disciplinary action, however, for using sick leave for reasons that are not permitted pursuant to this Policy.

### **VI. No Payment of Accrued Sick Leave at Separation of Employment.**

Accrued but unused sick leave is not paid out at time of separation from employment.

Cross-reference:      Family and Medical Leave Policy  
                                 Attendance Policy  
                                 Family Violence Leave

This policy was originally published on May 1, 2006.

Revisions to this Policy were approved on December 7, 2011.  
Revisions to this Policy are effective December 23, 2011.