

## FREQUENTLY ASKED QUESTIONS: 2022 PAID SICK LEAVE POLICY UPDATES

### PAID SICK LEAVE

The intention of sick leave is to provide compensation for absences from work due to illness or injury while employed with GoTriangle. Legacy employees referenced in this document are current employees and those hired before 1/1/22.

- 1. What is the current sick leave policy?** The current sick leave policy allows 12 days accrual each year. Under the current policy, sick leave accrual is unlimited and paid out based on tenure at separation.
- 2. Why is the current policy changing?** The current policy is changing to align with industry while protecting GoTriangle from unexpected financial hardship in the future.
- 3. What changes are being made to the sick leave policy?** The new policy will be effective January 1, 2022. While there will be no limit placed on sick leave accruals or rollover, changes to sick leave payouts at separation will go into effect immediately as follows:
  - For employees hired after 1/1/2022, there will be no sick leave payout at separation;
  - For Legacy employees, the current payout based on tenure schedule will apply, however hours paid out will never exceed their sick leave balances as of 12/31/2021.
- 4. How will the new sick leave policy apply to employees who join the organization after December 31, 2021?** New hires will be eligible to accrue up to 12 days of sick leave each year with no limit on accruals or rollover; however, there will be no payout of sick leave at separation.
- 5. How does the new sick leave payout policy to be implemented on January 1, 2022 affect Legacy employees?** At time of separation, payout for Legacy employees will never exceed the sick leave that they have as of December 31, 2021. Any additional sick leave hours earned beyond January 1, 2022 will not be included in calculating the pay out at separation. A Legacy employee would receive a percentage of sick time never to exceed their balance as of 12/31/2021, based on tenure at separation according to the following schedule: 1-4 years of service: 25% | 5-9 years of service: 50% | 10+ years of service: 75%

Example: An employee separating employment August 2022 with 5 years of service and 120 sick leave hours as of 12/31/2021 will be paid out at 50% based on tenure.

- 6. What does it mean when you say “never to exceed the 12/31/21 balance?”** At any time, should an employee’s sick leave balance fall below the balance as of 12/31/2021, the sick leave payout calculation will be based on the new balance at time of separation.

Example: An employee ends the year with 500 hours of sick leave and then takes a leave of absence using 480 hours of sick leave. The new balance for purposes of calculating sick leave payout would be 20 hours.

For questions or forms, contact Christy Winstead, Benefits & Rewards Manager

[cwinstead@gotriangle.org](mailto:cwinstead@gotriangle.org) or 919.485.7473