



## Employee Sick Leave, Policy # 215

Effective Date: January, 2022  
Last Revised: December 14, 2021

### **Purpose**

To establish the policy regarding paid sick leave for full-time and regular part-time employees.

### **Policy**

It is the policy of GoTriangle to provide sick leave as a benefit to the employee in the event of medical appointments, medical quarantine, illness, injury, or childbirth involving the employee; or for the purpose of caring for a member of the immediate family in such situations; or for death in the immediate family.

### **Definitions**

Consistent with the FMLA definition, for purposes of this policy immediate family is defined as a spouse, son or daughter, or parent (including *in loco parentis* relationships).

### **Procedure**

- Sick leave is accrued by each full-time employee at the rate of 3.696 hours per bi-weekly pay period.
- Part-time employees hired to work a regular schedule of 20-29 hours each week accrue at the rate of 1.848 hours per bi-weekly pay period.
- Sick leave accrual begins in the bi-weekly pay period following the date of hire and may be used as earned if needed.
- An employee must be on actively working or on paid leave status for a minimum of eight (8) days during the bi-weekly pay period to earn leave for that payroll.
- Employees can accrue unlimited sick leave.
- Accrued sick leave is not paid out at separation, except in the case of Legacy Employees as set forth in this Policy.
- Sick leave is not advanced.
- Time off due to an illness or non-work related injury, even when compensated as sick leave, will not be considered hours worked for overtime purposes.
- Employees are expected to treat absences from work with a sense of urgency. Employees should communicate with their supervisor clearly and promptly in the event they cannot report for work. Failure to provide notice of an intended absence may result in disciplinary action in addition to leave without pay. Failure to report for work for three consecutive work days without providing notice to the supervisor will be considered a voluntary resignation or job abandonment.
- In the case of extended or serious illness, an interactive discussion with the employee is required.



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- GoTriangle may require the employee to provide documentation from a medical provider for absences covered by sick leave.
- If sick leave is exhausted, other types of applicable leave may be used; however, sick leave cannot be used for other types of leave not listed in this policy.

### **Sick Leave Bank**

- GoTriangle recognizes that there will be times when employees are ill and do not have adequate sick leave to cover their time off from work. In order to assist employees with meeting the need to be paid when they have an extended, serious illness, GoTriangle offers an option: The Sick Leave Bank.
- The Sick Leave Bank is set up so employees can volunteer hours of sick leave for deposit in the bank. Banking is offered at the employee's discretion and those who volunteer hours will remain anonymous. The bank will be used to transfer sick leave to an employee who needs it. Employees who receive hours of sick leave from the bank must have a serious documented need. Talent Services will review documentation for eligibility on a case-by-case basis.
- Sick leave granted to an employee under these conditions will be monitored closely.
- Employees who volunteer hours for the Sick Leave Bank will receive documentation of the deposit and reduction of hours from their sick leave balance.

### **Legacy Employee Considerations**

- Legacy Employees are defined as employees hired prior to January 1, 2022.
- Upon separation, Legacy Employees will be paid per the schedule listed for a portion of their sick leave balance:

1-4 years of service	25% of payout balance
5-9 years of service	50% of payout balance
10+ years of service	75% of payout balance

- Upon separation, the payout balance for Legacy employees will be calculated based on either the sick leave accrued as of December 31, 2021 or their final sick leave balance, whichever is lesser.