

## Sick Leave

All Equitas employees are entitled to paid sick leave. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may use up to one half of their annual sick leave accrual (not balance) to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, siblings, or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Further, an employee may take sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking. Finally, employees may take sick leave to tend to personal mental health needs, prevent burnout, seek mental health treatment, etc.

Full-time eleven (11) and twelve (12) month employees are granted eighty (80) hours of sick leave annually on July 1. Full-time eleven (11) and twelve (12) month employees may carry over unused sick leave from year to year up to a cap of ninety six (96) hours.

Part-time and other employees accrue sick leave at a rate of 1.4 hours per every thirty (30) hours worked. Part-time and other employees may carry over unused sick leave from year to year up

Once any employee's sick leave reaches the cap, further accrual of sick leave is suspended. In such a case, no sick leave will be allotted when the employee's sick leave reaches the cap. If this occurs on the date when the employee is allotted sick leave (e.g., on July 1), then the employee will be allotted a partial amount of the annual sick leave, up to the cap.

Employees are eligible to use paid sick leave after the thirty (30th) calendar day following the employee's start date.

~~Sick leave must be taken by eligible employees in minimum increments of two (2) hours.~~

*Replace with:* Sick leave must be taken by eligible employees in minimum increments of 1 hour.

Accrued sick leave does not carry over from year to year and the School does not pay employees in lieu of unused sick leave.

If an employee is absent longer than three (3) days due to illness, medical evidence of their illness and/or medical certification of their fitness to return to work satisfactory to the School may be required. The School will not tolerate abuse or misuse of the sick leave privilege. If the School suspects abuse of sick leave, the School may require a medical certification from an employee verifying the employee's absence.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave. Employee requests for unpaid medical leave must be approved in advance by the School.